

Welcome to Day 2

**Step by Step Instructions for Edison
& Remedy**

The dial-in number is 1-866-741-6464
Please remember to MUTE your phones
Please DO NOT place the call on HOLD


Agenda

- ❖ Hiring a New Employee
 - No Existing Edison Employee ID
 - Has an Existing Edison Employee ID
- ❖ Rehiring an Employee
- ❖ Terminating an Employee
- ❖ Changing Name and/or Marital Status
- ❖ Changing Address
- ❖ Review Employee Job Data, Biographical and Benefits Information
- ❖ Upload Documents Through Edison
- ❖ Queries
- ❖ Collections Applied Report
- ❖ External Agency Calendar
- ❖ Remedy for ABC's
- ❖ *TN Enrollment and Collections Report (State Only)*

Review Employee Job Data, Biographical and Benefits Information

This procedure shows you how to check the current information in Edison for an employee.

☆ This applies to all agencies.

The State of Tennessee's Enterprise Resource Planning Solution

Home | Sign out

Welcome

Favorites


Main Menu

My Page

Benefits

My Links Select One:

Benefits News Alerts




[IMPORTANT] Changes to 401K & 457 Effective February 1, 2013

401(k) & 457 Deferred Compensation plan changes can no longer be made through Edison.


[View All Articles and Sections](#)

Benefits Administration




Non-Payroll New Hire

Non-Payroll New Hire




Non-Payroll Job Data

Non-Payroll Job Data




Employee Profile Page

Employee Profile Page




Benefits Document Upload

Benefits Document Upload



Update Dependent/Beneficiary


Update personal profile of employee dependents and beneficiaries.



Health Benefits


Maintain employee enrollment in health plans, including dependent coverages.

Workforce Administration



Modify a Person


Modify a person's basic information, such as name and contact information.



Search by National ID


Search for personnel or dependents or beneficiaries by national ID.

Benefits Billing




Enroll in Billing

Specify information for billing such as plan type and calculation factors.




Review Adjustment Summary

View various charge and payment adjustments.




Review Employee Balances

View charges, payments grand totals associated with an individual employee.



Request Hold/Alternate Address

Identify alternate address information; place a hold on the bill or statement.



Review Payment/Details

Review the payment history for participants.

Instructions

Retrieve the Edison employee ID of the record you wish to review and then click on the "Employee Profile Page" link from the main "Benefits" tab

TN Employee Profile Page

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

Empl ID:	begins with ▼	<input type="text" value="00409859"/>
Name:	begins with ▼	<input type="text"/>
Last Name:	begins with ▼	<input type="text"/>
Second Last Name:	begins with ▼	<input type="text"/>
Alternate Character Name:	begins with ▼	<input type="text"/>
Middle Name:	begins with ▼	<input type="text"/>
SSN:	begins with ▼	<input type="text"/>

☒ Include History
 ☐ Case Sensitive

[Basic Search](#)

[Save Search Criteria](#)

Instructions

Enter the employee ID in the *EmplID* field.

Then click "Search"

Note:

You will need to enter the SSN without spaces

My Page

Benefits

My Links Select One:

New Window Help Customize Page

Bio & Job Data

Health Benefits

Links

Notes

Scanned Documents

John Doe

EMP

ID: 00409859

Empl Record: 0

Personal Information

Name	Date of Birth	National ID	Address	Address As Of
John Doe	03/01/1990	456-78-1728	123 Lovegood Road Nashville, TN 37217-3394 Davidson	03/08/2013

Job Information

Find View All First 1 of 1 Last

Empl Record: 0 EMP
 Benefit Program: ALL Effective Date: 03/08/2013
 Benefit Service Date: 03/08/2013 Years/Months/Days: 0 0 3

Find View All First 2 of 2 Last

Effective Date: 03/08/2013 Sequence: 0
 HR Status: Active Payroll Status: Active
 Action: Hire Reason: X Benefits Employee Hire
 Empl Class: GA2 Pay Group: INS
 Annual Salary: \$ 50000

Position Number: 99001851 Insurance Participant
 Company: NP State of Tennessee Non Payroll
 Business Unit: LGGA2 Loc Government Active Level 2
 Department: 9239700000 Agape, Inc
 Location: NP047 Knox County
 Date Created: 03/08/2013

Elig Fld 1: 19 Elig Fld 2: Elig Fld 3:
 Elig Fld 4: Elig Fld 5: Elig Fld 6:
 Elig Fld 7: Elig Fld 8: Elig Fld 9:

End Effective Date

End Employee Record

From this page, you can see all the information for the employee by clicking on the 5 tabs below.

The "Bio & Job Data" tab shows the employee's biographical and job data information.

Click the arrow to go through the Job Data history.

Return to Search

My Page

Benefits

My Links Select One:

Bio & Job Data

Health Benefits

Links

Notes

Scanned Documents

New Window ? Help

The "Health Benefits" tab shows the employee's current plan choices as well as a historical review of past choices.

John Doe

EMP

ID: 00409859

Empl Record: 0

Sched ID	Benefit Rcd Nbr	Event Date	Event Class	Action Source	Process Status	Process Indicator	Status	Out of Seq
EVENTM	0	03/15/2013	Termintrn	JobChg	Assigned	Normal Prc	Void	NO
EVENTM	0	03/08/2013	NHR	JobChg	Enrolled	Normal Prc	Closed	NO

Click the arrows to go through the different plans. (Medical, Dental, Vision, etc.)

Plan Type

Find | View All First 1 of 4 Last

Benefit Rcd Nbr 0

Benefit Program GA2

Plan Type 10 Medical

Coverage

Find | View All First 1 of 1 Last

Coverage Begin Date: 04/01/2013

Benefit Plan: Standard PPO BCBS East

Coverage Election: Elect

Coverage Code: D Employee +

Previously Seen:

Election Date: 03/11/2013

Click the arrows to go through the Coverage history of each Plan type.

ID	Name	Relationship	National ID	Date Of Birth	Incap
01	Baby Doe	Nat Child	978653214	09/04/1990	No

This date is the date the coverage was entered into Edison.

My Page

Benefits

[My Links](#)

Select One:

Bio & Job Data

Health Benefits

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New Window

Help

Customize Page

http

John Doe

EMP

ID: 00409859

Empl Record: 0

[Employee Event Detail](#)

Empl Rcd

[Review Paycheck Summary](#)

[Billing Enrollment](#)

[Billing Adjustment Summary](#)

[Arrears Balances](#)

[Billing Balance Review](#)

The "Links" tab offers various links that you have access to depending on your security level.

My Page

Benefits

[My Links](#) |
 Select One:

[New Window](#) |
 [Help](#) |
 [Customize Page](#)

Bio & Job Data

Health Benefits

Links

Notes

Scanned Documents

John Doe

EMP

ID: 00409859

Empl Record: 0

[Find](#) |
 [View All](#) |
 First |
 1 of 1 |
 Last

Note Date/Time: 03/11/2013 9:37 AM

Notes By: Lawrence, Sherri A

Notes: Keyed Benefits and dependent added.

Note Source:

- ☐ Phone Call
 ☐ Email
 ☐ Billing
 ☐ Remedy Ticket
 ☒ Keyed Enrollment-Event Class
 ☐ Other

HIR

The "Notes" tab displays
 the notes entered onto the
 employee's record by
 Benefits Administration.
 This is also a historical
 record.

My Page

Benefits

My Links Select One:

Bio & Job Data

Health Benefits

Links

Notes

Scanned Documents

New Window ? Help

The "Scanned Documents" tab shows documents that have been uploaded to the employee's record.

	Click to Retrieve Document	Class Description	Document Type Description
1	Click to Retrieve Document	Benefits - Insurance Admin	Insurance Enrollment / Change
2	Click to Retrieve Document	Benefits - Insurance Admin	Employee Death Claim
3	Click to Retrieve Document	Benefits - Insurance Admin	Dependent Death Claim
4	Click to Retrieve Document	Benefits - Deferred Comp	General Correspondence
5	Click to Retrieve Document	Benefits - Insurance Admin	General Correspondence
6	Click to Retrieve Document	Benefits - Flexible Benefits	General Correspondence
7	Click to Retrieve Document	Benefits - Flexible Benefits	Flex Enrollment Form
8	Click to Retrieve Document	Benefits - Flexible Benefits	Change of Family Status - Flex
9	Click to Retrieve Document	Benefits - Deferred Comp	401K Enrollment Form
10	Click to Retrieve Document	Benefits - Deferred Comp	401K Other Form
11	Click to Retrieve Document	Benefits - Deferred Comp	457 Enrollment Form
12	Click to Retrieve Document	Benefits - Deferred Comp	457 Other Form
13	Click to Retrieve Document	Benefits - Deferred Comp	

Instructions

Click on the document(s) you would like to review by clicking one of these links.

☆ The majority of documents will be in the *Insurance Enrollment/Change* area (1) and/or the *General Correspondence* area (5).

My Page

Benefits

My Links Select One:

New Window ? Help Customize Page http

Bio & Job Data Health Benefits Links Notes Scanned Documents

	Click to Retrieve Document	Class Description	Document Type Description
1	Click to Retrieve Document	Benefits - Insurance Admin	Insurance Enrollment / Change
2	Click to Retrieve Document	Benefits - Insurance Admin	Employee Death Claim
3	Click to Retrieve Document	Benefits - Insurance Admin	Dependent Death Claim
4	Click to Retrieve Document	Benefits - Deferred Comp	General Correspondence
5	Click to Retrieve Document	Benefits - Insurance Admin	General Correspondence
6	Click to Retrieve Document	Benefits - Flexible Benefits	General Correspondence
7	Click to Retrieve Document	Benefits - Flexible Benefits	Flex Enrollment Form
8	Click to Retrieve Document	Benefits - Flexible Benefits	Change of Family Status - Flex
9	Click to Retrieve Document	Benefits - Deferred Comp	401K Enrollment Form
10	Click to Retrieve Document	Benefits - Deferred Comp	401K Other Form
	Click to Retrieve Document	Benefits - Deferred Comp	457 Enrollment Form
	Click to Retrieve Document	Benefits - Deferred Comp	457 Other Form
	Click to Retrieve Document	Benefits - Deferred Comp	401K Roth

☆ Based on your computer settings you may need to click the download link to view the document.

File Name	DateCreated	View document	c3
Benefits-Insurance Admin	04/11/2014	Open	Download
Benefits-Insurance Admin	03/07/2010	Open	Download

Instructions


Click "Open" to view the document

The document will appear in a separate window.

Upload Documents Through Edison

You can upload scanned documents for your employees through Edison instead of sending them via fax to Benefits Administration.

Benefits News Alerts

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Benefits Administration

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View various charge and payment adjustments.

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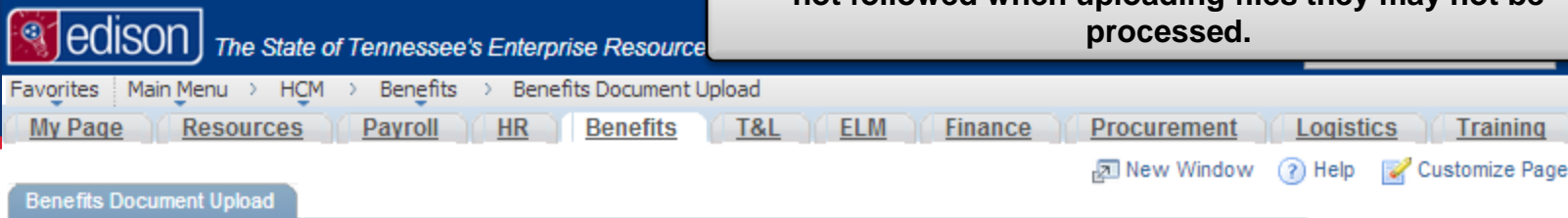
 [Request Hold/Alternate Address](#)
Identify alternate address information; place a hold on the bill or statement.

 [Review Payment/Details](#)
Review the payment history for participants.

Instructions

To begin the process of uploading a document to Edison, click on the “Benefits Document Upload” link from the main “Benefits” tab.

☆ Requirements will appear that list guidelines for uploading files through Edison. If these requirements are not followed when uploading files they may not be processed.



Requirements

1. All documents for each employee must be in **the same file**. For instance, if you have an enrollment form and two dependent verification documents, they will all need to be saved in the same file.
2. The file type should be .PDF, .TIF, or .JPG.
3. You may only upload one file for **one employee at a time**. You cannot scan multiple sets of documents for multiple employees and upload all of them in the same file. Each file for each employee must be uploaded separately.
4. Enter the employee ID (or Social Security Number if employee ID not available) in the box below before clicking Proceed to Upload.

Note to Central State ABCs: We cannot accept Employee or Dependent Death Claim documents through this process. This process is only for standard enrollment documents.

Please make sure you read and understand the requirements above before uploading your documents.

Enter Employee ID: [Proceed to Upload >>](#)
(or SSN if ID not available)

Instructions

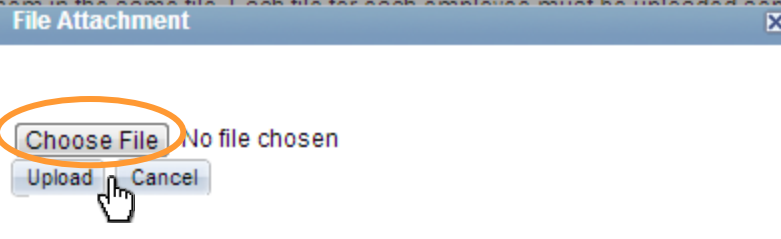
Enter the Employee's Edison Id number or the Social Security Number and click the "Proceed to Upload>>" link.

Requirements

1. All documents for each employee must be in **the same file**. For instance, if you have an enrollment form and two dependent verification documents, they will all need to be saved in the same file.
2. The file type should be .PDF, .TIF, or .JPG.
3. You may only upload one file for **one employee at a time**. You cannot scan multiple sets of documents for multiple employees and upload all of them in the same file. Each file for each employee must be uploaded separately.
4. Enter the employee ID (or Social Security Number) and click the **Proceed to Upload** button.

Note to Central State ABCs: We cannot process this type of enrollment. This process is only for standard enrollment.

Please make sure you read and understand the requirements before proceeding.



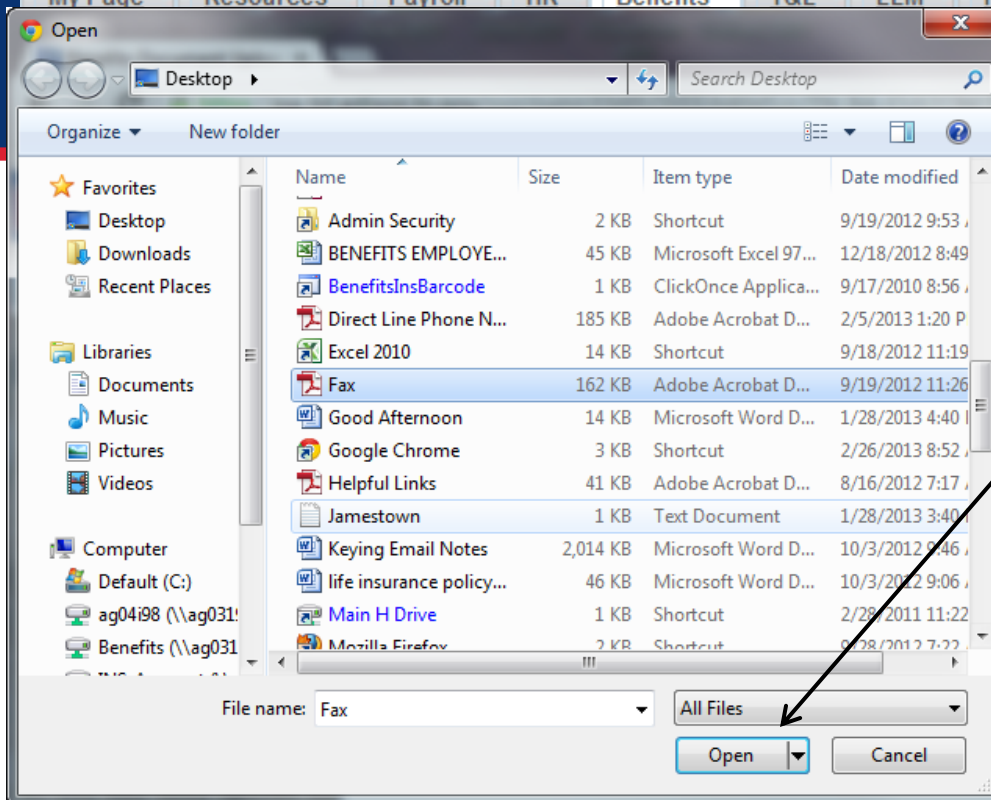
Enter Employee ID:

[Proceed to Upload >>](#)

(or SSN if ID not available)

Instructions

Click the "Choose File" button.



Instructions

Select the correct file to upload to Edison. Then click "Open"

Benefits Document Upload

Requirements

1. All documents for each employee must be in **the same file**. For instance, if you have an enrollment form and two dependent verification documents, they will all need to be saved in the same file.
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3. You may only upload one file for **one employee at a time**. You cannot scan multiple sets of documents for multiple employees and upload all of them in the same file. Each file for each employee must be uploaded separately.
4. Enter the employee ID (or SSN if ID not available) and click **Proceed to Upload**.

Note to Central State ABCs: We cannot process this type of application. This process is only for standard enrollment.

Please make sure you read and understand the requirements before uploading.

File Attachment

Choose File New Hire Application.pdf

Upload Cancel

Enter Employee ID: 999994560 [Proceed to Upload >>](#)

(or SSN if ID not available)

The file name will appear in the File Attachment box. Click "Upload" to upload the file to Edison.



Benefits Document Upload

☆ After clicking "Upload", you will then return to the Requirements page. There will be a message at the bottom of the page letting you know the upload was successful with a date and time stamp.

Requirements

1. All documents for each employee must be in **the same file**. For instance, if you have an enrollment form and two dependent verification documents, they will all need to be saved in the same file.
2. The file type should be .PDF, .TIF, or .JPG.
3. You may only upload one file for **one employee at a time**. You cannot scan multiple sets of documents for multiple employees and upload all of them in the same file. Each file for each employee must be uploaded separately.
4. Enter the employee ID (or Social Security Number if employee ID not available) in the box below before clicking Proceed to Upload.

Note to Central State ABCs: We cannot accept Employee or Dependent Death Claim documents through this process. This process is only for standard enrollment documents.

Please make sure you read and understand the requirements above before uploading your documents.

Enter Employee ID:

999994560

[Proceed to Upload >>](#)

(or SSN if ID not available)

Document Upload Successful

999994560/5/21/2013 3:47 PM

Upload Document Notes

- The uploaded file will not immediately be visible to you or to Benefits Administration
- Documents will be assigned to the correct employee record in Edison within 24 to 48 hours of upload (during peak times it may take longer)
- Each document will be worked by the data entry group in Benefits Administration as received
- Do **not** upload the same file more than once as this will cause delays when processing the document

Running Queries

Running Queries allows you to view changes and discrepancies within Edison

Benefits News Alerts



[IMPORTANT! Changes to 401K & 457 Effective February 1, 2013](#)

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Benefits Administration



[Non-Payroll New Hire](#)

Non-Payroll New Hire



[Non-Payroll Job Data](#)

Non-Payroll Job Data



[Employee Profile Page](#)

Employee Profile Page



[Benefits Document Upload](#)

B



U



H

M

C

Instructions

Click on the "Main Menu" link
at the top left above the main
"Benefits" tab

Workforce Administration



[Modify a Person](#)

Modify a person's basic information, such as name and contact information.



[Search by National ID](#)

Search for personnel or dependents or beneficiaries by national ID.

Benefits Billing



[Enroll in Billing](#)

Specify information for billing such as plan type and calculation



[Review Adjustment Summary](#)

View various charge and payment adjustments.



[Review Employee Balances](#)

View charges, payments grand totals associated with an individual employee.



[Request Hold/Alternate Address](#)

Identify alternate address information; place a hold on the bill or



[Review Payment/Details](#)

Review the payment history for participants.

My Page

- Employee Self-Service
- HCM
- Edison Support Info MISC
- PeopleSoft
- My Content
- Worklist
- HCM Reporting Tools**
- My Personalizations
- Change My Password
- My System Profile

Workforce Administration

- [Modify a Person](#)
Modify a person's basic information, such as name and contact information.
- [National ID](#)
Personnel or dependents or beneficiaries by national ID.

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View various charge and payment adjustments.
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Review the payment history for participants.

Non-Payroll Job Data
Non-Payroll Job Data

Employee Profile Page
Employee Profile Page

Benefits Document Upload
Benefits Document Upload

Update Dependent/Beneficiary
Update personal profile of employee dependents and beneficiaries.

Health Benefits
Maintain employee enrollment in health plans, including dependent coverages.

Instructions

Click the "HCM Reporting Tools" link from the "Main Menu" list. Then click the "HCM Query Viewer" link from the "HCM Reporting Tools" list.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search By:

Query Name



begins with

TN_BA

Search

[Advanced Search](#)

Instructions

Type "TN_BA" into the *begins with* field to see a list of the queries you can run

Click "Search"

Notes

The following 3 queries need to be run *monthly*:

TN_BA142_TEMP_PRIMARY_NID_DEP
TN_BA142_TEMP_PRIMARY_NID_EMPL
TN_BA313_ADDRESS_CHANGES

STATE AGENCIES

The following query needs to be run *7 days before payday*:

TN_BA278_DOUBLE_DED_ARREARS

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By:

Query Name

begins with

TN_BA

Search

[Advanced Search](#)

Instructions

You can either run a query to HTML (it will display within Internet Explorer) or to Excel

The query can also be scheduled to run. (State Agencies need to use this option)

Search Results

*Folder View:

-- All Folders --

Query								
Customize Find View All First 1-30 of 49 Last								
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
TN_BA01_DEPENDNT_DEMOG	Dependent Demographic	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22M	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA133_AUDIT_OPEN_ENRL_ESS	Audit OE Self-Service Changes	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA15A_HOLD_COVERAGE_ARREARS	EE's with Arrears	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA162_VIEW_PAYCHECK	Paycheck Deduction Information	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA164_INVALID_COUNTY	TN Employees w/ invalid county	Public	INVALID COUNTY	HTML	Excel	XML	Schedule	Favorite
TN_BA172B_RETRO_DEDUCTIONS	Retro Deductions for State EE	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA172_RETRO_DEDUCTIONS	Retro Deductions-NonPayroll EE	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA201_SECURITY_BY_BUS_UNIT	Security access by business un	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA207_DEP_TERMS	Dep Terms - Div,Mar,Age,Cancel	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA207_IND_EVENTS	Ineligible Dependent Events	Public		HTML	Excel	XML	Schedule	Favorite

TN_BA142_TEMP_PRIMARY_NID_DEP

	A	B	C	D	E	F	G	H	I	J
1	Temp NID as primary for Dep									
2	Department	Empl ID	Empl NID	Empl Name	Dep NID	Dep ID	Eff Date	Dep Name	Dep Birthdate	
3	3440100001	00590012	123456789	White,Bob	999999999	01	11/1/2012	White,Mary	11/1/2012	
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										

TN_BA142_TEMP_PRIMARY_NID_EMPL

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By:

Query Name

begins with

TN_BA

Search

[Advanced Search](#)

Search Results

*Folder View:

-- All Folders --

Query								
Customize Find View All First 1-30 of 49 Last								
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
TN_BA01_DEPENDNT_DEMOG	Dependent Demographic	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA125_LVE_WOPAY_FOR_MT_22M	LOA without pay more than 22 m	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA133_AUDIT_OPEN_ENRL_ESS	Audit OE Self-Service Changes	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA15A_HOLD_COVERAGE_ARREARS	EE's with Arrears	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA162_VIEW_PAYCHECK	Paycheck Deduction Information	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA164_INVALID_COUNTY	TN Employees w/ invalid county	Public	INVALID COUNTY	HTML	Excel	XML	Schedule	Favorite
TN_BA172B_RETRO_DEDUCTIONS	Retro Deductions for State EE	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA172_RETRO_DEDUCTIONS	Retro Deductions-NonPayroll EE	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA201_SECURITY_BY_BUS_UNIT	Security access by business un	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA207_DEP_TERMS	Dep Terms - Div,Mar,Age,Cancel	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA207_IND_EVENTS	Ineligible Dependent Events	Public		HTML	Excel	XML	Schedule	Favorite

TN_BA142_TEMP_PRIMARY_NID_EMPL

	A	B	C	D	E	F
1	Temp NID as primary for Empl					
2	Dept ID	Eff Date	Empl ID	NID	Name	
3	3440100001	1/1/2009	00590012	999999991	White, Janet	
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
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21						
22						
23						

Query Viewer

TN_BA219_MED_DEN_COVERAGE

New Win

Enter any information you have and click Search. Leave fields blank for a list of all values.

* Search By:

Query Name

 begins with

TN_BA219

SearchAdvanced Search

Search Results

*Folder View: -- All Folders --

Query								
Customize Find View All First 1-6 of 6 Last								
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
TN_BA219_AETP_FLEX_ENROLLMENTS		Public		HTML	Excel	XML	Schedule	Favorite
TN_BA219_AETP_INS_ELECTIONS		Public		HTML	Excel	XML	Schedule	Favorite
TN_BA219_MED_DEN_COVERAGE	Med/Den Elect as of covg date	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA219_MED_DEN_ELECTIONS	Medical/Dental Changes	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA219_NEW_HIRE_ESS	New Hire ESS Not Submitted	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA219_OE_NOT_SUBMITTED	OE - Not Submitted	Public		HTML	Excel	XML	Schedule	Favorite

My Favorite Queries


Customize | Find | First 1-5 of 5 Last

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Remove
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	[-]
TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	[-]
TN_BA219_MED_DEN_COVERAGE	Med/Den Elect as of covg date	Public		HTML	Excel	XML	Schedule	[-]
TN_BA313_ADDRESS_CHANGES	Address Changes	Public		HTML	Excel	XML	Schedule	[-]
TN_BA_AGENCY_QUERY_LIST	Benefits Queries for Agencies	Public		HTML	Excel	XML	Schedule	[-]

Clear Favorites List

TN_BA219_MED_DEN_COVERAGE

TN_BA219_MED_DEN_COVERAGE - Med/Den Elect as of covg date

Coverage Begin Dt: 

[View Results](#)

	Dept ID	Business Unit	ID	NID	Name	Plan Typ	Benefit Plan	Descr	Coverage Code	Descr
--	---------	---------------	----	-----	------	----------	--------------	-------	---------------	-------

TN_BA219_MED_DEN_COVERAGE

	A	B	C	D	E	F	G	H	I	J	K
1	Med/Den/Vision as of covg date										
2	DeptID	Position	Business Unit	ID	NID	Name	Plan Typ	Benefit Plan	Descr	Coverage Code	Descr
3	3030101000	990000001	30301	00592311	123456789	Doe,John M	11	PDON	Delta Preferred	B	Family
4	3030101000	990000001	30301	00592311	123456789	Doe,John M	14	WISEXP	Vision Expanded	B	Family
5	3030101000	990000001	30301	00592311	123456789	Doe,John M	10	PPOV1M	Standard PPO BCBS Middle	B	Family
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											

TN_BA313_ADDRESS_CHANGES

New Win

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

* Search By:

Query Name

begins with

TN_BA219

Search

Advanced Search

Search Results

*Folder View:

-- All Folders --

Query								
Customize Find View All First 1-6 of 6 Last								
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
TN_BA219_AETP_FLEX_ENROLLMENTS		Public		HTML	Excel	XML	Schedule	Favorite
TN_BA219_AETP_INS_ELECTIONS		Public		HTML	Excel	XML	Schedule	Favorite
TN_BA219_MED_DEN_COVERAGE	Med/Den Elect as of covg date	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA219_MED_DEN_ELECTIONS	Medical/Dental Changes	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA219_NEW_HIRE_ESS	New Hire ESS Not Submitted	Public		HTML	Excel	XML	Schedule	Favorite
TN_BA219_OE_NOT_SUBMITTED	OE - Not Submitted	Public		HTML	Excel	XML	Schedule	Favorite

My Favorite Queries								
Customize Find First 1-5 of 5 Last								
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Remove
TN_BA142_TEMP_PRIMARY_NID_DEP	Temp NID as primary for Dep	Public		HTML	Excel	XML	Schedule	-
TN_BA142_TEMP_PRIMARY_NID_EMPL	Temp NID as primary for Empl	Public		HTML	Excel	XML	Schedule	-
TN_BA219_MED_DEN_COVERAGE	Med/Den Elect as of covg date	Public		HTML	Excel	XML	Schedule	-
TN_BA313_ADDRESS_CHANGES	Address Changes	Public		HTML	Excel	XML	Schedule	-
TN_BA_AGENCY_QUERY_LIST	Benefits Queries for Agencies	Public		HTML	Excel	XML	Schedule	-

Clear Favorites List

TN_BA313_ADDRESS_CHANGES

TN_BA313_ADDRESS_CHANGES - Address Changes

Effective Date From: 31

Effective Date To: 31

View Results

ID	NID	Name	Eff Date	Status	Address 1	Address 2	Address 3	Address 4	City	State	Postal	Last Upd DtTm	by	Description
----	-----	------	----------	--------	-----------	-----------	-----------	-----------	------	-------	--------	---------------	----	-------------

TN_BA313_ADDRESS_CHANGES

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Address Changes														
2	ID	NID	Name	Eff Date	Status	Address 1	Address 2	Address 3	Address 4	City	State	Postal	Last Upd DtTm	by	Description
3	00590012	456789	White,Bob	1/27/2012	A	2121 Lovelass Drive				Nashville	TN	37217	1/27/2012 14:39	elai1214001	Elaine Johnson
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
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20															
21															
22															
23															
24															
25															
26															
27															
28															
29															
30															

Query Viewer

Enter any information you have

*Search By:

[Advanced Search](#)

- HCM XML Publisher
- HCM Schedule Query
- HCM Query Manager
- HCM Report Manager
- HCM Query Viewer
- HCM Process Monitor

Instructions

To schedule a query, you can either select the "Schedule" link in HCM Query Viewer or go directly to HCM Schedule Query from the HCM Reporting Tools menu list.

My Favorite Queries

[Customize](#) | [Find](#) | [First](#) | [1-11 of 11](#) | [Last](#)

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Remove
TN_BA103_CHILD_AGE_26	Child Tax Dep Approaching 26	Public		HTML	Excel	XML	Schedule	
TN_BA133_AUDIT_OPEN_ENRL_ESS	Audit OE Self-Service Changes	Public		HTML	Excel	XML	Schedule	
TN_BA201_NON_STATE_SECURITY	Security for non-state users	Public		HTML	Excel	XML	Schedule	
TN_BA219_AETP_INS_ELECTIONS		Public		HTML	Excel	XML	Schedule	
TN_BA219_MED_DEN_ELECTIONS	Medical/Dental Changes	Public		HTML	Excel	XML	Schedule	
TN_BA265_OE_ELECTIONS_IN_ESS	OE Self-Service Elections	Public		HTML	Excel	XML	Schedule	
TN_BA278_DOUBLE_DED_ARREARS	EE's with double deductions	Public		HTML	Excel	XML	Schedule	
TN_BA306_EE_EVENTS_TO_CLOSE	ALL/NHR in Election Status	Public		HTML	Excel	XML	Schedule	
TN_BA79_TERM_BEN_VALIDATION	Benefits Term Validation	Public		HTML	Excel	XML	Schedule	
TN_HR78_HCM_SEC_ROLE_BY_EMPLID	Employee Edison Roles	Public		HTML	Excel	XML	Schedule	
TN_HR79_SEC_USER_DATA_ACCESS	Dept ID's an EmplID can access	Public		HTML	Excel	XML	Schedule	

Schedule Query

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

Limit the number of results to (up to 300):

Search by: begins with

☐ Case Sensitive

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Instructions

Click the “Add a New Value” tab if you have never run this query

Once you have created the Run Control ID, you can simply type the name of the Run Control ID on this screen and click “Search.”

Schedule Query

[Find an Existing Value](#)
[Add a New Value](#)

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

Instructions

Create a name for your query and type it in the *Run Control ID* field. Click “Add” after you name the query.

Note: No spaces allowed.

Schedule Query

Run Control ID: DoubleDedArrears

[Report Manager](#)
[Process Monitor](#)
[Run](#)

Query Name:
[Search](#)

*Description:
[Update Tree Parameters](#)

Tree Prompts

Field Name	Expression Text

[Save](#)
[Add](#)
[Update/Display](#)

Instructions

To see a list of the queries you can run, type "TN_BA" in the "Query Name" field and click "Search."

If you know the query name or part of the name, you can type that information in the field and click "Search".

Scheduled Query Search Page

*Query Type:

Queries

Query:

TN_BA278

Search

Query

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)
[TN_BA278_DOUBLE_DED_ARREARS](#) EE's with double deductions

Public

Return

Instructions

Click the link of the query you would like to schedule to run.

TN_BA278_DOUBLE_DED_ARREARS

Pay Period End Date: 02/15/2014 

OK

Cancel

Enter the pay period End date
and Click ok.

Schedule Query

Run Control ID: DoubleDedArrears

[Report Manager](#)
[Process Monitor](#)
[Run](#)

Query Name:

Instructions

Click "Run" at the top right

*Description:
[Update Parameters](#)

Prompt Name	Value
PAY_END_DT	<input type="text" value="2014-02-15"/>

Process Scheduler Request

User ID: shera0904001

Run Control ID: DoubleDedArrears

Server Name:

Run Date: 03/06/2013


Recurrence:

Run Time: 2:34:39PM

Reset to Current Date/Time

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Scheduled Query Program	PSQUERY	Application Engine	Web	<div> <div>TXT</div> <div>HTM</div> <div>PDF</div> <div>TXT</div> <div>XLS</div> <div>XML</div> <div>XMLP</div> </div>	Distribution

OK

Cancel

Instructions

The format will default to TXT, but you can change the query format to see it as a PDF or an Excel (XLS) document.

Schedule Query

Run Control ID: DoubleDedArrears

[Report Manager](#)
[Process Monitor](#)
[Run](#)

Process Instance:3978666

Query Name:
[Search](#)

*Description:
[Update Parameters](#)

Prompt Name	Value
PAY_END_DT	<input type="text" value="2014-02-15"/>

[Save](#)
[Add](#)
[Update/Display](#)

Instructions

Make a note of the "Process Instance" number and then click the "Report Manager" or "Process Monitor" (only State agencies) link at the top

View Process Request For

User ID:  Type: Last 5 Days
 Server: Name: Instance: to
 Run Status: Distribution Status: ☒ Save On Refresh

[Refresh](#)

Process List

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3174873		Application Engine	PSQUERY		03/06/2013 2:34:39PM CST	Success	Posted	Details

Instructions

The report may take a minute to run. Continue to click the Refresh button until the Distribution Status says "Posted". Click the "Details" link to view the report.

The process instance for the report will appear on the left.

[Go back to Schedule Query](#)
[Save](#) [Notify](#)
[Process List](#) | [Server List](#)

Process Detail

Process

Instance: 3174873

Type: Application Engine

Name: PSQUERY

Description: Scheduled Query Program

Run Status: Success

Distribution Status: Posted

Run

Run Control ID: DoubleDedArrears

Location: Server

Server: PSUNX

Recurrence:

[Update Process Details](#)

Date/Time

Actions

Request Created On: 03/06/2013 2:36:25PM CST

[Parameters](#)

Transfer

Run Anytime After: 03/06/2013 2:34:39PM CST

[Message Log](#)
[View Locks](#)

Began Process At: 03/06/2013 2:36:42PM CST

[Batch Timings](#)

Ended Process At: 03/06/2013 2:36:58PM CST

[View Log/Trace](#)

Instructions

Click the "View Log/Trace" link

OK

Cancel

View Log/Trace

Report

Report ID: 2460466 Process Instance: 3978666 [Message Log](#)

Name: PSQUERY Process Type: Application Engine

Run Status: Success

EE's with double deductions

Distribution Details

Distribution Node: HRPRD Expiration Date: 04/18/2014

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_3978666.stdout	289	03/18/2014 4:50:41.433136PM CDT
TN_BA278_DOUBLE_DED_ARREARS-3978666.xls	20,480	03/18/2014 4:50:41.433136PM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	shera0904001

[Return](#)

Instructions

Click the second link under "File List" ending in ".PDF" or ".XLS" to view the Query

The query will open in a separate window.

TN_BA278_DOUBLE_DED_ARREARS

Co	Pay Period End	ID	Dept ID	Plan T	Plan	Descr	Dedn Class	Curr Dedn	Curr Paybk	Last	First Name	Middle	Address 1	Address	City	State	Postal
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	19.84	9.92	Doe	Jane	A	P.O. Box 1		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	19.84	9.92	Smith	Diane	B	P.O. Box 2		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	19.84	9.92	Genesco	Tracy	C	P.O. Box 3		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	48.34	24.17	Darby	Kevin	D	P.O. Box 4		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	35.16	17.58	Faber	Richard	E	P.O. Box 5		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	48.34	24.17	Jett	Ashley	F	P.O. Box 6		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	48.34	24.17	Castell	Lynn	G	P.O. Box 7		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	40.60	20.00	Sanford	William	H	P.O. Box 8		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	29.47	19.55	Twitty	Carrie	I	P.O. Box 9		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	41.65	21.05	Lynn	Madeline	J	P.O. Box 10		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	35.16	17.58	Reese	John	K	P.O. Box 11		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	39.10	29.18	Worley	Patricia	L	P.O. Box 12		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	38.42	14.25	Ezzell	Fred	M	P.O. Box 13		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	30.57	6.40	Looney	Bonnie	N	P.O. Box 14		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	17.58	17.58	Hardin	CaryAnn	O	P.O. Box 15		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	9.92	9.92	Pauley	Alicia	P	P.O. Box 16		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	19.84	9.92	Arnold	Laura	Q	P.O. Box 17		Nashville	TN	37212-5615
TN	1/15/2014	004	3000055001	Dental	PPDN	Assurant	Before-Tax	9.92	9.92	Maiden	Shane	R	P.O. Box 17		Nashville	TN	37212-5615

Running the Premiums Due/ Collections Applied Report

This procedure allows you to run the Premiums Due/Collections Applied report which shows you all the monthly deductions/refunds for each employee of your agency

Navigation Menu:

- My Page
- Benefits
 - Employee Self-Service
 - HCM**
 - Edison Support Info HCM
 - Edison Support Info FSCM
 - Edison Support Info MISC
 - PeopleSoft
 - My Content
 - Worklist
 - HCM Reporting Tools
 - ELM Reporting Tools
 - FSCM Reporting Tools
 - My Personalizations
 - EHD
 - Change My Password
 - My System Profile
- T&L
- ELM
- Finance
- Procurement
- Logistics
- Training

Benefits Administration:

- Workforce Administration
 - Benefits**
 - Payroll for North America
 - Organizational Development
- Employee/Dependent Information
- Review Employee Benefits
- Enroll In Benefits
- Manage Automated Enrollment
- Maintain Primary Jobs
- Reports**
 - Audits
 - Regulatory and Compliance
 - Contributions and Deductions**
 - Benefit Contribution Register
 - PI Benefit Deductions Register
 - TN Collections Applied
 - TN Prem Due/Collect App Deduct**
 - TN Enrollment and Collections
 - Participation
 - TN Approaching 64 Yr 11
 - TN Retire Dental COBRA
- Interface with Providers
- Administer COBRA Benefits
- Benefits Billing
- New Employment Instance
- Benefits Document Upload
- Non-Payroll New Hire
- Non-Payroll Job Data

Benefits Billing:

- Enroll in Billing
- Review Adjustment Summary
- Review Employee Balances

Instructions:

Click on the "HCM" link on the "Main Menu". Then from the "HCM" menu click on the "Benefits" link. From the "Benefits" menu, click on the "Reports" link. From the "Reports" menu, click on the "Contributions and Deductions" link. Click the "TN Prem Due/Collect App Deduct" link.

TN Prem Due/Collect App Deduct

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing ValueAdd a New Value

Limit the number of results to (up to 300): 300

Search by: Run Control ID begins with

☐ Case Sensitive

SearchAdvanced Search

Find an Existing Value | Add a New Value

Instructions

Click the “Add a New Value” tab if you have never run this report

Once you have created the Run Control ID, you can simply type the name of the Run Control ID on this screen and click “Search.”

TN Prem Due/Collect App Deduct

Find an Existing Value Add a New Value

Run Control ID:

[Find an Existing Value](#) | [Add a New Value](#)

Instructions

Create a name for your report and type it in the *Run Control ID* field. You can name it anything you like, except you cannot have any spaces in the name of your report or you will receive an error later in the process.

Click "Add"

My Page

Resources

Benefits

ELM

Training

Run Control ID: Name_of_the_Report

[Report Manager](#)

[Process Monitor](#)

Run

Report Parameter(s)

Department



☐ On-Cycle

☐ Off-Cycle

☐ Both


Pay Run ID




Instructions

**Click on the spy glass to
select your department
number**

This is a number provided by
Benefits Administration to your
agency.

 Save

 Add


 Update/Display

Run Control ID: Name_of_the_Report

[Report Manager](#) [Process Monitor](#)

Run

Report Parameter(s)


Department 9123400000 

☐ On-Cycle ☐ Off-Cycle ☒ Both


Pay Run ID 

Instructions

Click "Both"

 Save

 Add


 Update/Display

Run Control ID: Name_of_the_Report

[Report Manager](#) [Process Monitor](#)

Run

Report Parameter(s)


Department 9123400000 

☐ On-Cycle ☐ Off-Cycle ☒ Both


Pay Run ID 

Instructions

Click the magnifying glass to the right of the *Pay Run ID* field to select the month you wish to see

 Save

 Add

 Update/Display

Run Control ID: Name_of_the_Report

Report Manager Process Monitor

Run

Report Parameter(s)

Department

☐ On-Cycle ☐ Off-

Pay Run ID

Look Up

Look Up Pay Run ID

Search by: Pay Run ID begins with 12

Look Up

Cancel

[Advanced Lookup](#)

Search Results

View 100 First 1-24 of 24 Last

Pay Run ID

12NP0131
12NP0220
12NP0331
12NP0430
12NP0531
12NP0630
12NP0731
12NP0831
12NP0930
12NP1031
12NP1130
12NP1231

Instructions

The Pay Run ID has a specific format. The first two digits are the year, followed by NP for "non-payroll", followed by two digits for the month and two digits for the last day of the previous month.

Click the date you wish to see


In this example we want to see the deductions taken from active employees for coverage during the month of February 2012 so we select 12NP0131. These deductions will be pulled via ACH from the agency's account on 2/15/2012.

Run Control ID: Name_of_the_Report


[Report Manager](#) [Process Monitor](#)

Run

Report Parameter(s)


Department 9123400000 


☐ On-Cycle ☐ Off-Cycle ☒ Both


Pay Run ID 12NP0131 

Instructions

Click "Run" at the top right

 Save

 Add

 Update/Display

Process Scheduler Request

User ID:

Run Control ID: Name_of_the_Report

Server Name:

Run Date:

Recurrence:

Run Time:
[Reset to Current Date/Time](#)

Time Zone:


Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TN Prem Due/Collect App Deduct	TN_BA138	SQR Report	Web	PDF	Distribution

OK

Cancel



Save

You can change the report format on this screen if you wish to see it as an Excel document. Otherwise, to see it as a PDF click "OK"

My Page

Resources

Benefits

ELM

Training

Run Control ID: Name_of_the_Report

[Report Manager](#)

[Process Monitor](#)

Run

Process Instance: 3176568

Report Parameter(s)

Department 9123400000

☐ On-Cycle ☐ Off-Cycle ☒ Both

Pay Run ID 12NP0131

Instructions

Make a note of the "Process Instance" number and then click the "Report Manager" link at the top

Save

Return to Search


Add

Update/Display

View Reports For

Folder: Instance: to: **Refresh**
 Name: Created On: Last 1 Days

Reports					
Customize Find View All First 1 of 1 Last					
	Report	Report Description	Folder Name	Completion Date/Time	Report ID
1	Report				

[Go back to TN Prem Due/Collect App Deduct](#)
 Save

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)




Instructions

The report will run and when it is ready, it will be visible by clicking the “Refresh” button

The report generally only takes a minute or two to run.

View Reports For

Folder: Instance: to: [Refresh](#)
 Name: Created On:  Last 1 Days

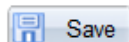
Reports					
Customize Find View All  First  1.5 of 5  Last					
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 TN_BA138	TN PREM DUE/COLLECT APP DEDUCT	General	03/11/13 2:12PM	1907468	3178771

Instructions

Click the "TN_BA138" link
 The process instance for the report will appear on the right.

138 is just the number that Edison uses to refer to the "Premiums Due / Collections Applied" report.

[Go back to TN Prem Due/Collect App Deduct](#)



Save

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

My Page

Resources

Benefits

ELM

Training

Report

Report ID: 1907468 **Process Instance:** 3178771 [Message Log](#)
Name: TN_BA138 **Process Type:** SQR Report
Run Status: Success

TN Prem Due/Collect App Deduct

Distribution Details

Distribution Node: hrtst **Expiration Date:** 04/11/2013

File List

Name	File Size (bytes)	Datetime Created
SQR TN_BA138_3178771.log	1,683	03/11/2013 2:12:50.366223PM CDT
tn_ba138_3178771.PDF	10,849	03/11/2013 2:12:50.366223PM CDT
tn_ba138_3178771.out	984	03/11/2013 2:12:50.366223PM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	

Instructions

Click the second link under
"File List" ending in ".PDF" to
view the report

The report will open in a
separate window.

Department:
Position Number:

State of Tennessee
Premiums Due Report
for February 2012 Coverage

Page: 1
Run Date 11-MAR-2013
Run Time 02:12:35.000000_PM

Last 4 of SSN	Emplid	Name	Plan Type	Benefit Plan	Benefit Description	Coverage Level	Coverage Level Description	Employer Amount	Employee Amount	Total Amount	Employee Count
- XXXX 00	XXXX	XXXX	Medical	PPOV1E	Standard PPO BCBS East	A	Single	0.00	663.85	663.85	
- XXXX 00	XXXX	XXXX	Vision	VISEXP	Vision Expanded	A	Single	0.00	5.73	5.73	
- XXXX 00	XXXX	XXXX	Medical	PPOV1E	Standard PPO BCBS East	A	Single	0.00	663.85	663.85	
- XXXX 00	XXXX	XXXX	Medical	PPOV1E	Standard PPO BCBS East	A	Single	0.00	663.85	663.85	
- XXXX 00	XXXX	XXXX	Dental	PDON	Delta Preferred	A	Single	0.00	20.46	20.46	
- XXXX 00	XXXX	XXXX	Vision	VISEXP	Vision Expanded	A	Single	0.00	5.73	5.73	
- XXXX 00	XXXX	XXXX	Medical	PPPV1E	Partnership PPO BCBS East	A	Single	0.00	638.85	638.85	
- XXXX 00	XXXX	XXXX	Dental	PDON	Delta Preferred	A	Single	0.00	20.46	20.46	
- XXXX 00	XXXX	XXXX	Vision	VISEXP	Vision Expanded	A	Single	0.00	5.73	5.73	
- XXXX 00	XXXX	XXXX	Medical	PPPV1E	Partnership PPO BCBS East	A	Single	0.00	638.85	638.85	
- XXXX 00	XXXX	XXXX	Dental	PDON	Delta Preferred	A	Single	0.00	20.46	20.46	
- XXXX 00	XXXX	XXXX	Vision	VISEXP	Vision Expanded	A	Single	0.00	5.73	5.73	
Position Totals:								0.00	15,130.53	15,130.53	24


Notes


If you run the report for a date in the past it will be titled "Collections Applied" at the top. In this case, it was run for a future date so it is titled "Premiums Due." The Premiums Due report is an estimate whereas the Collections Applied report shows what BA will actually pull from your agency. The changeover date is usually one of the first few working days of the month and is listed on the calendar on the ABC website: <http://www.tn.gov/finance/ins/abc.html>

Instructions

The report shows the individual deductions for each employee. The total amount that will be charged to your agency is on the last page. Any refund will show as a minus sign before the amount.

Edison News Alerts

**W-2 Forms**
W-2s have been mailed! Please click the link for more information.

**[IMPORTANT] Changes to 401K & 457 Effective February 1, 2013**
401(k) & 457 Deferred Compensation plan changes can no longer be made through Edison.


Business Solutions Delivery training courses
Business Solutions Delivery classes are now available for enrollment in Edison ELM! Please click the link for more Information.

Message from Edison Management

- [Edison Travel Tips!](#)
- [Important Information about the Travel Module](#)
- [Edison Security Update](#)
- [More...](#)

[View All Articles and Sections](#)

Edison Maintenance Alerts

**FleetFocus Upgrade - PLANNED SYSTEM OUTAGE**
Please be advised: Effective Friday, February 15th at 5 pm (central time), the FleetFocus system will be unavailable in order to perform a planned system upgrade. Click here for more information.

My Compensation History

**Update Dependent/Beneficiary**
Update personal profile of employee dependents and beneficiaries.

Instructions

An alternative way to view the report is to click on the “My Page” tab at the top left. This takes you to the page you see when you first login to Edison.

The reports you have run will appear in the “My Reports” section at the top right. Just click the link to “TN_BA138” to view the report.

My Reports

Report	Folder
TN_BA138	General

[Report Manager](#)

Report

Report ID: 1907468

Process Instance: 3178771

[Message Log](#)

Name: TN_BA138

Process Type: SQR Report

Run Status: Success

TN Prem Due/Collect App Deduct

Distribution Details

Distribution Node: hrtst

Expiration Date: 04/11/2013

File List		
Name	File Size (bytes)	Datetime Created
SQR TN_BA138_3178771.log	1,683	03/11/2013 2:12:50.366223PM CDT
tn_ba138_3178771.PDF	10,849	03/11/2013 2:12:50.366223PM CDT
tn_ba138_3178771.out	984	03/11/2013 2:12:50.366223PM CDT

Distribute To	
Distribution ID Type	*Distribution ID
User	

Instructions

Click the second link under
"File List" ending in ".PDF" to
view the report

The report will open in a
separate window.

External Agency Calendar

- Collections Applied Report – shows the amount to be pulled from agency bank account (ACH) on 15th of **current** month
- Premiums Due Report – shows an estimated amount to be pulled from agency bank account (ACH) on 15th of the **next** month

External Agency Calendar

2013	JANUARY					2013
Sunday Dec 30	Monday Dec 31	Tuesday 1 <u>HOLIDAY</u> New Year's Day (Observed)	Wednesday 2 No Changes in "Job Data" in Edison	Thursday 3 LE/LG/TBR Collections Applied report can be run for January coverage	Friday 4	Saturday 5
6	7	8	9	10	11 LE/LG/TBR Premiums Due report can be run for February coverage	12
13	14	15 Noon cutoff for enrollment paperwork with February effective dates - Central State agencies	16	17	18	19
20	21 LE/LG/TBR - Updated Premiums Due Report can be run for February	22	23	24 Noon cutoff for enrollment paperwork with February effective dates - LE/LG/UT/TBR agencies	25	26
27	28 LE/LG/TBR - Updated Premiums Due Report can be run for February	29	30	31	Feb 01	

Remedy

- ❖ Benefits Administration uses remedy to track all of our phone calls and emails we receive.
- ❖ When BA receives a call or an email, a ticket/incident will need to be created.
 - If the analyst can resolve the issue, the incident will need to be listed as resolved in remedy.
 - If the issue can not be resolved while the analyst is on the phone, the incident will be sent to the BA service desk to be issued to the appropriate department that can answer the question or resolve the issue.
- ❖ BA strives to resolve the issue within 36 hours or less.
- ❖ Some examples of issues: billing questions, enrollment delays, eligibility questions, and/or general questions.

Remedy – ABC Web Page

❖ Remedy web link: <http://myremedy.tn.gov>



Instructions

Log into Remedy using your Edison User ID (in lower case). Use the password “remedy” (in lower case) unless you were issued a password through the remedy team.

Do not enter your Edison ID number.
(all digits beginning with a 00)

[Last Time User Information](#)

[Reports, Training and FAQ's](#)

REMEDY LOGIN

User Name

bobs0405001

Password





.....|

Log In




Clear

Welcome,

Request Service

Search  Favorites  Popular  Browse 


All Categories



-  Benefits Administration
-  New Category
-  OIR Services

Available Requests

Benefits Incident

Benefits Incident


 **Description:**
Benefits Incident

 Add to Favorites  **Request Now**

Instructions

Click "Request Now"

My Requests

Show Open and draft requests 

1 - 1 of 1

Benefits Incident
Request ID: REQ000000000610
Submitted: 4/12/2013 3:14:01 PM
For:
Status: Submitted
[Request Again](#) | [Cancel](#) | [Details](#)

Request Service

Search REQ

My Profile Favorites Popular Browse

My Requests

Show Open and draft requests

All Benefits Incident

Requested By John Doe Phone 1 615 741-3590

Requested For John Doe Email John.Doe@tn.gov

Quantity 1

Attachments: + + +

Agency Name*

Select Classification*

Select Category*

Select Service*

HOC Edison Employee ID*

Enter HOC Edison Employee ID if reporting a member issue. Otherwise, use your Edison Employee ID.

HOC Employee Name*

HOC Employee Email Address*

Employee Status*

ABC Phone Number*

Format: 000-000-0000

ABC Email Address*

Detailed Description*

Provide details of the incident

Summary

Save As Draft

Submit

Your information will appear here

Instructions

Enter your Agency Name

☆ All fields with an asterisk are required

Request Service Search REQ

My Profile Favorites Popular Browse

My Requests
Show Open and draft requests

Benefits Incident

Requested By: John Doe Phone: 1-615-741-3590
Requested For: John Doe Email: John.Doe@tn.gov

Quantity: 1

Attachments: + + +

Agency Name*

Select Classification*

Select Category*

Select Service*

HOC Edison Employee ID*

HOC Employee Name*

HOC Employee Email Address

Employee Status*

ABC Phone Number*

Format: 000-000-0000

ABC Email Address*

Detailed Description*

Provide details of the incident

Summary Save As Draft Submit

Instructions
Select the correct classification based on your agency

State
Local Education
Local Government
UT/TBR
RET LE
option that starts with **Transfer** as these options are used internally by only.

Benefits Incident




Requested By: John Doe

Requested For: John Doe

Phone: ###

Email: John.Doe@tn.gov

Quantity: 1

Attachments:   

Agency Name*

Select Classification*

Select Category*

Select Service*

HOC Edison Employee ID*

HOC Employee Name*

HOC Employee Email Address

Employee Status*

ABC Phone Number*

ABC Email Address*

Detailed Description*

State

Systems

HOC

Spouse

Child

ABC

option that starts with **Transfer** as these options are used internally by only.

ee ID if reporting a member issue. Otherwise, use your Edison Employee

Provide details of the incident

Summary

Save As Draft

Submit

Instructions

Select the category that best describes the issue you will submit in the ticket



Benefits Incident

Requested By **John Doe**

Phone **1-615-741-3590**

Requested For **John Doe**

Email **John.Doe@tn.gov**

Quantity

1

Attachments:



Agency Name*

Select Classification*

Select Category*

Select Service*

HOC Edison Employee ID*

HOC Employee Name*

HOC Employee Email Address

Employee Status*

ABC Phone Number*

ABC Email Address*

Detailed Description*

State

HOC

STH Prescription

STH Waiver/Refused Coverage

STH Certificate of Coverage

STH Eligibility Question

STH Enrollment Error

with **Transfer** as these options are used internally by

g a member issue. Otherwise, use your Edison Employee

Format: 000-000-0000

Provide details of the incident

Instructions

Select the Service that best describes the issue you will submit in the ticket

Summary

Save As Draft

Submit

Instructions

**Enter the Employee's
Edison ID number,
Employee Name,
Employee Status

ABC Phone Number,
ABC Email**

Request

All Categories

Available for Request

Benefits Incident

Requested By

John Doe

Requested For

John Doe

Phone

1-615-741-3590

Email

John.Doe@tn.gov

Quantity

1

Attachments

Agency Name*

Select Classification*

State

Select Category*

HOC

Select Service*

STH Enrollment Error x

Please do not select any option that starts with **Transfer** as these options are used internally by Benefits Administration only.

HOC Edison Employee ID*

Enter HOC Edison Employee ID if reporting a member issue. Otherwise, use your Edison Employee ID.

HOC Employee Name*

HOC Employee Email Address

Employee Status*

ABC Phone Number*

Format: 000-000-0000

ABC Email Address*

Detailed Description*

Provide details of the incident

Summary

Save As Draft

Submit

Instructions

Enter a Detailed Description of the issue



Benefits Incident

Requested ByJohn Doe

Requested ForJohn Doe

Phone1-615-741-3590

EmailJohn.Doe@tn.gov

Quantity1

Attachments: + + +

Agency Name*

Select Classification*State

Select Category*HOC

Select Service*STH Enrollment Error x

Please do not select any option that starts with **Transfer** as these options are used internally by Benefits Administration only.

HOC Edison Employee ID*00123456

Enter HOC Edison Employee ID if reporting a member issue. Otherwise, use your Edison Employee ID.

HOC Employee Name*Jane Lane

HOC Employee Email Address

Employee Status*Active

ABC Phone Number*615-741-0000

Format: 000-000-0000

ABC Email Address*jane.lane@tn.gov

Detailed Description*

Detailed Description

Provide details of the incident

Summary

Save As Draft

Submit

Instructions

When finished, click on the SUBMIT button



Welcome,

Request Service


Instructions

All of your open and draft requests will be listed here.

Popular

Browse

All Categories

-  Benefits Administration
-  New Category
-  OIR Services



Available Requests

Benefits Incident

Benefits Incident



Description:
Benefits Incident

 Add to Favorites Request Now

My Requests

Show Open and draft requests



1 - 1 of 1

Benefits Incident

Request ID: REQ0000000000610
Submitted: 4/12/2013 3:14:01 PM
For:
Status: Submitted

[Request Again](#) | [Cancel](#) | [Details](#)

To view a more detailed activity log, click the DETAILS button.

Request Service

My Requests

Request Details

Details

Additional Details

Process View

Draft

Waiting Approval

Initiated

In Progress

Completed

Closed

General Information

Request Status: Initiated
ID: REQ000000000610
Title: Benefits Incident
Quantity: 1
Submit Date: 4/12/2013 3:14:01 PM
Requested By:
Requested For:
Company: F&A Benefits Administration
Phone: 1 865 329-3399
Email:

Activity Log

4/12/2013 4:21:12 PM ; Sharon Lawrence (ag04i98)
 This is another test. To see the notes.
 4/12/2013 4:18:36 PM ; Sharon Lawrence (ag04i98)
 This is a test.kjjj

The notes will be listed
in the Activity Log.

<type your activity log text here>

<File Name>

Request Again

Cancel Request

Close

Print

Hiring a New Employee Who Does Not Have an Existing Edison Employee ID

If a new employee has never been employed by an agency who participates in the State Plan, then they should not have an existing Edison employee ID.

Benefits News Alerts


[IMPORTANT] Changes to 401K & 457 Effective February 1, 2013

401(k) & 457 Deferred Compensation plan changes can no longer be made through Edison.

[View All Articles and Sections](#)

Workforce Administration


Modify a Person

Modify a person's basic information, such as name and contact information.


Search by National ID

Search for personnel or dependents or beneficiaries by national ID.

Benefits Billing


Enroll in Billing

Specify information for billing such as plan type and calculation factors.


Review Adjustment Summary

View various charge and payment adjustments.


Review Employee Balances

View charges, payments grand totals associated with an individual employee.


Request Hold/Alternate Address

Identify alternate address information; place a hold on the bill or statement.


Review Payment/Details

Review the payment history for participants.

Benefits Administration


Non-Payroll New Hire

Non-Payroll New Hire


Non-Payroll Job Data

Non-Payroll Job Data


Employee Profile Page

Employee Profile Page


Benefits Document Upload

Benefits Document Upload


Update Dependent/Beneficiary

Update personal profile of employee dependents and beneficiaries.


Health Benefits

Maintain employee enrollment in health plans, including dependent coverages.

Instructions

To begin the process of adding a new hire to Edison, click on the "Search by National ID" link from the main "Benefits" tab

This first step is important as it allows you to find out whether or not the employee has an existing employee ID in Edison.

National ID:

123456789

Search in:

Search...

Lookup by NID

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

NID as Stored	Empl ID	Name	Country	National ID Type


Instructions

Click within the **National ID** field and enter the **Social Security Number** for the employee you are about to hire. (National ID is the same as Social Security Number)

Always search for the employee by SSN before beginning the hiring process, even if you think they have never been entered into Edison before. This is to prevent duplicate accounts from being created for an employee.

Then click "Search"

If you hit "Enter" on your keyboard instead, the system won't process your request. You have to click "Search" from this screen.



The State of Tennessee's Enterprise Resource Planning Solution

Home

Sign out

Welcome

Favorites

Main Menu >

HCM >

Workforce Administration >

Personal Information >

Biographical >

Search by National ID

My Page

Benefits

My Links

Select One:

New Window

Help

Customize Page

http

National ID:

123456789

Search in:

Employees / Contingents / POI

Search...

Lookup by NID

Customize | Find | View All |

First

1 of 1

Last

No matching values were found.

Notify

Instructions

If no matching values are found, then click on "Benefits" tab to start the process of adding the employee to Edison

PARTNERS

FOR HEALTH

81

Benefits News Alerts



[IMPORTANT] Changes to 401K & 457 Effective February 1, 2013

401(k) & 457 Deferred Compensation plan changes can no longer be made through Edison.

[View All Articles and Sections](#)

Workforce Administration



Modify a Person

Modify a person's basic information, such as name and contact information.



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Search for personnel or dependents or beneficiaries by national ID.

Benefits Billing



Enroll in Billing

Specify information for billing such as plan type and calculation factors.



Review Adjustment Summary

View various charge and payment adjustments.



Review Employee Balances

View charges, payments grand totals associated with an individual employee.



Request Hold/Alternate Address

Identify alternate address information; place a hold on the bill or statement.



Review Payment/Details

Review the payment history for participants.

Benefits Administration



Non-Payroll New Hire

Non-Payroll New Hire



Non-Payroll Job Data

Non-Payroll Job Data



Employee Profile Page

Employee Profile Page



Benefits Document Upload

Benefits Document Upload



Update Dependent/Beneficiary

Update personal profile of employee dependents and beneficiaries.



Health Benefits

Maintain employee enrollment in health plans, including dependent coverages.

Instructions

Click "Non-Payroll New Hire"



Non-Payroll New Hire

[Add a New Value](#)Empl ID: [Add](#)


The *Person ID* field should auto populate with the word "NEW."

Click ADD

Non-Payroll New Hire Page

Job Information

Personal Information


*Effective Date: 03/08/2013 

Name Information


The required fields are noted with an asterisk.

*First Name: Middle Name: *Last Name:

Biographical Information

*Date of Birth: *Gender: *Marital Status: *As of: 03/08/2013 *National ID:

Address Information


*Address 1: Address 2: Address 3: *City: *State:  *Postal: *County: *Home Phone: *Effective Date: 03/08/2013 Action / Reason: HIR *Position Number: Regulatory Region: Company: Business Unit: Department: Location: *Empl Class: *Vision Offered ☐ Yes ☐ No*Compensation Rate: 0.000000

The department and position numbers are specific to your Agency. The department & position numbers are issued by the Edison Team.

There are four sections to the Non-Payroll New Hire Page that need to be entered. They are: Name Information, Biographical Information, Address Information, and Job Information.

Instructions

Personal Information

*Effective Date: 03/08/2013 

Name Information

*First Name:

Middle Name:

*Last Name:

When the page appears, this effective date will appear as the current date. Leave this date as is unless the effective date is in the past. If the effective date is in the past use the job effective date.


Enter all the employee's personal information. (Name Information, Biographical information, & Address Information)

Biographical Information

*Date of Birth: 

*Gender:

*Marital Status:

*As of: 03/08/2013 

*National ID:

Address Information

*Address 1:

Address 2:

Address 3:


*City: *State:  *Postal:

*County: 

*Home Phone:

*Effective Date: 04/01/2013 

Action / Reason: HIR

*Position Number: 

Regulatory Region:

Company:

Business Unit:

Department:

Location:

*Empl Class:


*Vision Offered ☐ Yes ☐ No

*Compensation Rate: 0.000000

This Effective Date will also default to the current date. Enter the eligibility date of the employee here. Benefits will start the first day of the following month of the Effective Date listed here. If your agency has a probationary period, the date should be the first of the month prior to the start of benefits for the employee.

The easiest way to change the date is to click the calendar icon to the right of the field.

Personal Information

*Effective Date: 03/08/2013 

Name Information

*First Name:

Middle Name:

*Last Name:

Click on the spy glass to retrieve the correct Position Number.


The Region, Company, Business Unit, Department, and Location will automatically populate.

Biographical Information

*Date of Birth: 

*Gender:

*Marital Status:

*As of: 03/08/2013 

*National ID:

Address Information

*Address 1:

Address 2:

Address 3:

*City: *State:  *Postal:

*County: 

*Home Phone:


Instructions

Select
"X-Benefits Employee Hire" in
the *Reason* field under Job
Information

Job Information

*Effective Date: 04/01/2013 

Action / Reason: HIR

*Position Number: 

- X-Benefits Employee Hire
- X-Benefits Higher Educ Empl
- X-Benefits Offline Hire
- X-Benefits Retiree Hire

Regulatory Region:

Company:

Business Unit:

Department:

Location:

*Empl Class:

*Vision Offered ☐ Yes ☐ No

*Compensation Rate: 0.000000

Select the employee class from this drop down box.

Employee class codes are located on page 12.


Submit and Add Next

Employee Class Codes

Local Education		
Employee Type	With Dental	Without Dental
Teachers	TEA	TEN
Support Staff	TEO	TON
Local Government		
Employee Type	With Dental	Without Dental
Premium LVL 1	GA1	ND1
Premium LVL 2	GA2	ND2
Premium LVL 3	GA3	ND3

- ☆ University of Tennessee will always select **UTN**
- ☆ All other Higher Educations will select **TBR**

Personal Information

*Effective Date: 03/08/2013 

Name Information

*First Name:

Middle Name:


*Last Name:

Biographical Information

*Date of Birth: 

*Gender:

*Marital Status:

*As of: 03/08/2013 

*National ID:

Address Information

*Address 1:

Address 2:


Address 3:

*City: *State:  *Postal:


*County: 

*Home Phone:

Job Information

*Effective Date: 04/01/2013 

Action / Reason: HIR

*Position Number: 

Regulatory Region:

Company:

Business Unit:

Department:

Location:

*Empl Class:

*Vision Offered ☐ Yes ☐ No

*Compensation Rate: 0.000000

Instructions

For LE & LG, select Yes or No depending whether state vision is offered to Employees

Higher Education always select Yes.

Compensation rate defaults to \$50,000 for LE & LG.

For Higher Education, the life insurance coverage and premium rate is determined by this information. Enter the correct annual compensation rate.

Submit and Add Next

When finished, click on the SUBMIT AND ADD NEXT button.

Non-Payroll New Hire

[Add a New Value](#)Empl ID:

Message

Emplid 00409859 has been added. (27000,9)

Instructions

The employee's Edison ID number will populate in this pop up box. Document this number for your records.

☆ Make sure the pop up blockers are turned off.

Hiring a New Employee Who Has An Existing Edison Employee ID

If an employee has worked for another agency participating in the State Plan, then he or she may have an existing Edison Employee ID.

Benefits News Alerts


[IMPORTANT] Changes to 401K & 457 Effective February 1, 2013

401(k) & 457 Deferred Compensation plan changes can no longer be made through Edison.

[View All Articles and Sections](#)

Benefits Administration


[Non-Payroll New Hire](#)

Non-Payroll New Hire


[Non-Payroll Job Data](#)

Non-Payroll Job Data


[Employee Profile Page](#)

Employee Profile Page


[Benefits Document Upload](#)

Benefits Document Upload


[Update Dependent/Beneficiary](#)

Update personal profile of employee dependents and beneficiaries.


[Health Benefits](#)

Maintain employee enrollment in health plans, including dependent coverages.

Workforce Administration


[Modify a Person](#)

Modify a person's basic information, such as name and contact information.


[Search by National ID](#)

Search for personnel or dependents or beneficiaries by national ID.

Benefits Billing


[Enroll in Billing](#)

Specify information for billing such as plan type and calculation factors.


[Review Adjustment Summary](#)

View various charge and payment adjustments.


[Review Employee Balances](#)

View charges, payments grand totals associated with an individual employee.


[Request Hold/Alternate Address](#)

Identify alternate address information; place a hold on the bill or statement.


[Review Payment/Details](#)

Review the payment history for participants.

Instructions

To begin the process of adding a new hire to Edison, click on the "Search by National ID" link from the main "Benefits" tab

This first step is important as it allows you to find out whether or not the employee has an existing record in Edison.

My Page

Benefits

Welcome

[New Window](#) | [Help](#) | [Customize Page](#) | 

- [-] HCM
 - [-] Workforce Administration
 - [-] Personal Information
 - [-] Biographical
 - [Add a Person](#)
 - [Search by National ID](#)
 - [Home Address Report](#)
 - [-] Organizational Relationships
 - [Add a Person](#)
 - [Modify a Person](#)
 - [-] Job Information
 - [-] Labor Administration
 - [-] Benefits
 - [-] Payroll for North America
 - [-] Edison Support Information
 - [-] Edison Documents
 - [-] Edison Information
 - [-] Edison Training Info
 - [-] My Content
 - [-] Worklist
 - [-] HCM Reporting Tools
 - [Change My Password](#)
 - [My Personalizations](#)
 - [My System Profile](#)

Search by National ID

National ID:

9990001234

Search in:


Search...

Lookup by NID

[Customize](#) | [Find](#) | [View All](#) |  First 1 of 1 Last

[NID as stored](#)
[EmplID](#)
[Name](#)
[Country](#)
[National ID Type](#)

Instructions

 Notify

Click within the *National ID* field and enter the Social Security Number for the employee you are about to hire. (National ID is the same as Social Security Number.)

Then click "Search"

If you hit "Enter" on your keyboard instead, the system won't process your request. You have to click "Search" from this screen.

Instructions

If you do see an employee ID when searching by Social Security Number, highlight and copy that number so you can search for it on the "Non-Payroll Job Data" screen

National ID:

123456789

Search in:

Employees / Contingents / POI

Lookup by NID

[Customize](#) | [Find](#) | [View All](#)

First

1 of 1

Last

NID as Stored	Empl ID	Name	Country	National ID Type
123-45-6789	00409859	Doe, John	United States	Social Security Number

[Notify](#)

Due to security restrictions in Edison, if the employee has worked for another agency before, you will not be able to see his or her prior records in the system. An enrollment form will need to be submitted to Benefits Administration. BA will need to enter the employee information. Please make sure to include the employee ID on the enrollment form.

Rehiring an Employee

This procedure allows you to rehire a former employee of your agency.

☆ This applies to all entities with data entry access (Not State)

Benefits News Alerts


[IMPORTANT] Changes to 401K & 457 Effective February 1, 2013

401(k) & 457 Deferred Compensation plan changes can no longer be made through Edison.

[View All Articles and Sections](#)

Workforce Administration


Modify a Person

Modify a person's basic information, such as name and contact information.


Search by National ID

Search for personnel or dependents or beneficiaries by national ID.

Benefits Billing


Enroll in Billing

Specify information for billing such as plan type and calculation factors.


Review Adjustment Summary

View various charge and payment adjustments.


Review Employee Balances

View charges, payments grand totals associated with an individual employee.


Request Hold/Alternate Address

Identify alternate address information; place a hold on the bill or statement.


Review Payment/Details

Review the payment history for participants.

Benefits Administration


Non-Payroll New Hire

Non-Payroll New Hire


Non-Payroll Job Data

Non-Payroll Job Data


Employee Profile Page

Employee Profile Page


Benefits Document Upload

Benefits Document Upload


Update Dependent/Beneficiary

Update personal profile of employee dependents and beneficiaries.


Health Benefits

Maintain employee enrollment in health plans, including dependent coverages.

Instructions

Retrieve the Edison employee ID of the employee you wish to rehire and then click on the "Non-Payroll Job Data" link from the main "Benefits" tab



Non-Payroll Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

Search by: begins with

Search

[Advanced Search](#)

Instructions

Enter the employee ID in the
EmplID field

Then click "Search"

Instructions

The effective date will default to the current date. Enter the eligibility date of the employee. Benefits will start the first day of the following month of the Effective Date listed here.

If your agency has a probationary period, the date should be the first of the month prior to the start of benefits for the employee.

[John Doe](#)

EMP

ID: 00409859

Empl Record:

Job Information

*Effective Date:

04/01/2013



*Action:



*Reason



*Position Number:

99001851



Regulatory Region: USA

Company: NP

Business Unit: LGGA2

Department: 9239700000

Location Code: NP047

*Empl Class:

GA2



*Vision Offered

☒ Yes

☐ No

*Comp Rate:

50000.000000

Job History

[Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-2 of 2 | [Last](#)

	Effective Date	EFFSEQ	Action	Reason
1	03/15/2013	0	Terminatn	BenResign
2	03/08/2013	0	Hire	NonPayEmpl

[Submit](#)

John Doe

EMP

ID: 00409859

Empl Record:

0

Job Information

*Effective Date: 04/01/2013

*Action: Reason

*Position Number:

Regulatory R

Company:

Business Uni

Department:

Location Coc

*Empl Class:

*Vision Offered

*Comp Rate:

Job History

Effective D

1 03/15/201:

2 03/08/201:

Look Up

Look Up Action

Search by: Action begins with

Look Up

Cancel

[Advanced Lookup](#)

Search Results

View 100 First 1-6 of 6 Last

Action

BDC

DTA

REH

RET

TER

XFR

Instructions

Click on the spy glass to retrieve the code for Rehire

Select the correct action for this job data change - "REH"

[John Doe](#)

EMP

ID: 00409859

Empl Record:

0

Job Information

*Effective Date:

04/01/2013



*Action:

REH



*Reason



*Position Number:

99001851



Look Up

Look Up Reason

Search by:

Reason Code

begins with

[Look Up](#)

[Cancel](#)

[Advanced Lookup](#)

Search Results

View 100 First 1-2 of 2 Last

Reason Code	Description
NPR	X-Benefits Higher Educ Rehire
RNP	X-Benefits Employee Rehire

Instructions

Click on the spy glass to retrieve the code for the type of rehire

Select the correct reason for this job data change - "RNP/X-Benefits Employee Rehire"

Non-Payroll Job Data Action & Reason

Action	Reason
DTA – Data Change	NPD – X-Benefits Emp Data Change
REH – Rehire	NPR – X-Benefits Higher Educ Rehire
	RNP – X-Benefits Employee Rehire
RET – Retirement	XRT – X-Benefits Employee Retirement
TER – Termination	XDE – X-Benefits Employee Death
	XIT – X-Benefits Emp Involunt Term
	XMC – X-Benefits Gross Misconduct
	XRS – X-Benefits Emp Resignation
XFR – Transfer	XNP – X-Benefits Employee Transfer

John Doe

EMP

ID: 00409859

Empl Record:

0

Job Information

*Effective Date:

04/01/2013



*Action:

REH



*Reason

RNP



*Position Number:

99001851



Look Up

Look Up Position Number

Search by:

Position Number

begins with

Look Up

Cancel

[Advanced Lookup](#)

Search Results

View 100

First



1 of 1



Last

Position Number	Position Description	Business Unit	Department	Department Description
99001851	Insurance Participant	LGGA2	9239700000	

Instructions

Click on the spy glass to retrieve the correct Position Number.

The Region, Company, Business Unit, Department, and Location will automatically populate.

Instructions

Select the employee class from this drop down box.

Employee class codes are located on page 12.

For LE & LG, select Yes or No depending whether state vision is offered to Employees

Higher Education always select Yes.

John Doe

EMP

ID: 00409859

Empl Record: 0

Job Information

*Effective Date: 04/01/2013

*Action: REH *Reason: RNP

*Position Number: 99001851

Regulatory Region: USA

Company: NP

Business Unit: LGGA2

Department: 9239700000

Location Code: NP047

*Empl Class: GA2

*Vision Offered ☒ Yes ☐ No

*Comp Rate: 50000.000000

Job History

[Customize](#) | [Find](#) | [View All](#) | | | First 1-2 of 2 Last

	Effective Date	EFFSEQ	Action	Reason
1	03/15/2013	0	Terminatn	BenResign
2	03/08/2013	0	Hire	NonPayEmpl

Submit



John Doe

EMP

ID: 00409859

Empl Record: 0

Job Information

*Effective Date:

04/01/2013

31

*Action:

REH

*Reason:

RNP

*Position Number:

99001851

Regulatory Region:

USA

Company:

NP

Business Unit:

LGGA2

Department:

9239700000

Location Code:

NP047

*Empl Class:

GA2

*Vision Offered

☒ Yes ☐ No

*Comp Rate:

50000.000000

Job History

Customize | Find | View All | First | 1-2 of 2 | Last

	Effective Date	EFFSEQ	Action	Reason
1	03/15/2013	0	Terminatn	BenResign
2	03/08/2013	0	Hire	NonPayEmpl

Instructions

Compensation rate defaults to \$50,000 for *LE & LG*.

For *Higher Education*, the life insurance coverage and premium rate is determined by this information. Enter the correct annual compensation rate.

When finished, click on the SUBMIT button.

Submit

Non-Payroll Job Data

Enter any information you have and click Search.

Find an Existing Value

Limit the number of results

Search by:

Empl ID

Search

Advanced Search

Message

Emplid 00409859 has been updated. (25000,999)

OK

This pop up screen will appear when the Rehire is successful.

☆ Again, make sure the pop up blockers are turned off.

Terminating an Employee

This procedure allows you to terminate an employee in Edison for any reason including resignation, involuntary termination, and retirement.

☆ This applies to all entities with data entry access (Not State)

Benefits News Alerts


[IMPORTANT] Changes to 401K & 457 Effective February 1, 2013

401(k) & 457 Deferred Compensation plan changes can no longer be made through Edison.

[View All Articles and Sections](#)

Workforce Administration


Modify a Person

Modify a person's basic information, such as name and contact information.


Search by National ID

Search for personnel or dependents or beneficiaries by national ID.

Benefits Billing


Enroll in Billing

Specify information for billing such as plan type and calculation factors.


Review Adjustment Summary

View various charge and payment adjustments.


Review Employee Balances

View charges, payments grand totals associated with an individual employee.


Request Hold/Alternate Address

Identify alternate address information; place a hold on the bill or statement.


Review Payment/Details

Review the payment history for participants.

Benefits Administration


Non-Payroll New Hire

Non-Payroll New Hire


Non-Payroll Job Data

Non-Payroll Job Data


Employee Profile Page

Employee Profile Page


Benefits Document Upload

Benefits Document Upload


Update Dependent/Beneficiary

Update personal profile of employee dependents and beneficiaries.


Health Benefits

Maintain employee enrollment in health plans, including dependent coverages.

Instructions

Retrieve the Edison employee ID of the employee you wish to rehire and then click on the "Non-Payroll Job Data" link from the main "Benefits" tab



Non-Payroll Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

Search by: begins with

Search

[Advanced Search](#)

Instructions

Enter the employee ID in the *EmplID* field

Then click "Search"

Instructions

Enter the termination effective date. **The termination effective date is the last day of the month prior to the benefit termination date.**

Non-Payroll Job Data Change

[John Doe](#)

EMP

ID: 00409859

Empl Record:

Job Information

*Effective Date:

03/31/2014



*Action:

*Reason

*Position Number:

99001851



Regulatory Region: USA

Company: NP

Business Unit: LGGA2

Department: 9239700000

Location Code: NP047

*Empl Class:

GA2



*Vision Offered

☒ Yes

☐ No

*Comp Rate:

50000.000000

Job History

[Customize](#) | [Find](#) | [View All](#)


First



1 of 1



Last

	Effective Date	EFFSEQ	Action	Reason
1	03/08/2013	0	Hire	NonPayEmpl

Submit

[John Doe](#)

EMP

ID: 00409859

Empl Record: 0

Job Information

*Effective Date: 03/31/2014

*Action: *Reason:

*Position Number: 99001851

Look Up

Regulatory Region: USA

Company: NP

Business Unit: LGGA2

Department: 9239700000

Location Code: NP047

*Empl Class: GA2

*Vision Offered ☒ Yes ☐ No

*Comp Rate: 50000

Job History

Effective Date	EFFSEQ
1 03/08/2013	0

Look Up Action

Search by: Action begins with

Look Up

Cancel

[Advanced Lookup](#)

Search Results

View 100 First 1 of 6 Last

[Action](#)
[BDC](#)
[DTA](#)
[REH](#)
[RET](#)
[TER](#)
[XFR](#)

Instructions

Click on the spy glass to retrieve the code for Termination

Select the correct action for this job data change - "TER"

John Doe EMP ID: 00409859 Empl Record: 0

Job Information

*Effective Date: 03/31/2014

*Action: TER *Reason

*Position Number: 99001851

Regulatory Reg

Company:

Business Unit:

Department:

Location Code:

*Empl Class:

*Vision Offered

*Comp Rate:

Job History

Effective Date

1 03/08/2013

Look Up

Look Up Reason

Search by: Reason Code begins with

Look Up

Cancel

[Advanced Lookup](#)

Search Results

View 100 First 1-4 of 4 Last

Reason Code	Description
XDE	X-Benefits Employee Death
XIT	X-Benefits Emp Involunt Term
XMC	X-Benefits Gross Misconduct
XRS	X-Benefits Emp Resignation

Instructions

Click on the spy glass to retrieve the code for the type of termination

Select the correct reason for this job data change - "XRS/X-Benefits Emp Resignation"

John Doe

EMP

ID: 00409859

Empl Record: 0

Job Information

*Effective Date:

03/31/2014

*Action:

TER

*Reason

XRS

*Position Number:

99001851

Regulatory Region:

USA

Company:

NP

Business Unit:

LGGA2

Department:

9239700000

Location Code:

NP047

*Empl Class:

GA2

*Vision Offered

☒ Yes

☐ No

*Comp Rate:

50000.000000

Job History

Customize | Find | View All | First 1 of 1 Last

	Effective Date	EFFSEQ	Action	Reason
1	03/08/2013	0	Hire	NonPayEmpl

Submit

Instructions

When finished, click SUBMIT

Non-Payroll Job Data

Enter any information you have and click Search

Find an Existing Value

Limit the number of results

Search by:

Empl ID

Search

Advanced Search

Message

Emplid 00409859 has been updated. (25000,999)


OK

**This pop up screen will appear
when the termination is
successful.**

**If you key the termination in
Edison, you do not need to
send in an enrollment change
form. The benefits will
automatically terminate each
night.**

Changing Name and/or Marital Status

This procedure shows you how to update an employee's name and/or marital status.



The State of Tennessee's Enterprise Resource Planning Solution

Home

Sign out

Welcome


FavoritesMain Menu

My Page

Benefits

My LinksSelect One:

Benefits News Alerts




[\[IMPORTANT\] Changes to 401K & 457 Effective February 1, 2013](#)

401(k) & 457 Deferred Compensation plan changes can no longer be made through Edison.


[View All Articles and Sections](#)

Benefits Administration




[Non-Payroll New Hire](#)

Non-Payroll New Hire




[Non-Payroll Job Data](#)

Non-Payroll Job Data




[Employee Profile Page](#)

Employee Profile Page




[Benefits Document Upload](#)

Benefits Document Upload



[Update Dependent/Beneficiary](#)

Update personal profile of employee dependents and beneficiaries.



[Health Benefits](#)

Maintain employee enrollment in health plans, including dependent coverages.

Workforce Administration



[Modify a Person](#)

Modify a person's basic information, such as name and social information.



[Search by National ID](#)

Search for personnel or dependents or beneficiaries by national ID.

Benefits Billing



[Enroll in Billing](#)

Specify information for billing such as plan type and calculation factors.



[Review Adjustment Summary](#)

View various charge and payment adjustments.



[Review Employee Balances](#)

View charges, payments grand totals associated with an individual employee.



[Request Hold/Alternate Address](#)

Identify alternate address information; place a hold on the bill or statement.



[Review Payment/Details](#)

Review the payment history for participants.

Instructions

Retrieve the Edison employee ID of the record you wish to update and then click on the "Modify a Person" link from the main "Benefits" tab

Personal Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Add a New Value](#)

Limit the number of results to (up to 300):

Empl ID:

Name:

Last Name:

Second Last Name:

Alternate Character Name:

Middle Name:
☐ Include History ☐ Case Sensitive

[Basic Search](#)

[Save Search Criteria](#)
[Find an Existing Value](#) | [Add a New Value](#)

Instructions

Enter the employee ID in the *EmplID* field

Then click "Search"

My Page

Benefits

My Links Select One:

New Window Help Customize Page

Biographical Details

Contact Information

Regional

John Doe

Person ID: 00409859

Name

Find | View All First 1 of 1 Last

Effective Date: 03/08/2013

Format Type: English

Display Name: Johnie Doe

View Name



Biographic Information

*Date of Birth: 03/01/1990 23 Years 0 Months

Date of Death:

Birth Country:

Birth Location: ☐ Waive Data Protection

Biographical History

Find | View All First 1 of 1 Last

*Effective Date: 03/08/2013

*Gender: Female

*Highest Education Level: A-Not Indicated

*Marital Status: Single

As of: 03/08/2013

Language Code: English

Alternate ID:

☐ Full-Time Student

Instructions

To change the name of an employee, click the + sign at the top right to add a row to the "Name" section

"Adding a row" just means you are creating a new record that you can make changes to and save, which then updates the record for that employee.

National ID

Customize | Find | View All | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID		
USA	Social Security Number	456-78-1728	<input checked="" type="checkbox"/>	+	-

Save Return to Search Notify Refresh

Add Update/Display Include History

[John Doe](#)

Person ID: 00409859

Name [Find](#) | [View All](#) | First [1 of 2](#) Last

*Effective Date: 03/11/2013

*Format Type: English

Display Name: Johnie Doe

[Edit Name](#)

Biographic Information

*Date of Birth: 03/01/1990 23 Years 0 Months

Date of Death:

Birth Country:

Birth Location: ☐ Waive Data Protection

Biographical History

[Find](#) | [View All](#) | First [1](#) Last

*Effective Date: 03/08/2013

*Gender: Female

*Highest Education Level: A-Not Indicated

*Marital Status: Single

As of: 03/08/2013

Language Code: English

Alternate ID:

☐ Full-Time Student

Instructions

Click the calendar icon next to the *Effective Date* field

This will allow you to change the effective date to the day the change took place. In this example, the employee got married on 3/12/2013.

National ID

[Customize](#) | [Find](#) | [View All](#) | First [1 of 1](#) Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	456-78-1728	<input checked="" type="checkbox"/>

My Page

Benefits

[My Links](#) |
 Select One:

[John Doe](#)

Person ID: 00409859

Name

[Find](#) |
 [View All](#) |
 First 1 of 2 Last

*Effective Date: 03/12/2013

*Format Type: English

Display Name: Johnie Doe

Edit Name

Biographic Information

*Date of Birth: 03/01/1990 23 Years 0 Months

Date of Death:

Birth Country:

Birth Location: ☐ Waive Data Protection

Biographical History

[Find](#) |
 [View All](#) |
 First 1 of 1 Last

*Effective Date: 03/08/2013

*Gender: Female

*Highest Education Level: A-Not Indicated

*Marital Status: Single

As of: 03/08/2013

Language Code: English

Alternate ID:

☐ Full-Time Student

Instructions

Click "Edit Name"

▼ National ID

[Customize](#) |
 [Find](#) |
 [View All](#) |
 First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID	
USA	Social Security Number	456-78-1728	<input checked="" type="checkbox"/>	+ -

[Save](#) |
 [Return to Search](#) |
 [Notify](#) |
 [Refresh](#) |
 [Add](#) |
 [Update/Display](#) |
 [Include History](#)

Edit Name

English Name Format

Prefix:	<input type="text"/>
First Name:	<input type="text" value="Johnie"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text" value="Doe"/>
Suffix:	<input type="text"/>
Display Name:	Johnie Doe
Formal Name:	Johnie Doe
Name:	Doe,Johnie

Refresh Name

OK Cancel Refresh

Instructions

Type the new name into the appropriate fields

Then click "OK"

My Page

Benefits

[My Links](#) [Select One:](#)

[New Window](#) [Help](#) [Cu](#)

Biographical Details

Contact Information

Regional

Johnie Smith

Person ID: 00409859

Name

[Find](#) | [View All](#) | First

*Effective Date: 03/12/2013

*Format Type: English

Display Name: Johnie Smith

[Edit Name](#)

Biographic Information

*Date of Birth: 03/01/1990 23 Years 0 Months

Date of Death:

Birth Country:

Birth Location: ☐ Waive Data Protection

Biographical History

[Find](#) | [View All](#) | First | 1 of 1 | Last

*Effective Date: 03/08/2013

*Gender: Female

*Highest Education Level: A-Not Indicated

*Marital Status: Single As of: 03/08/2013

Language Code: English

Alternate ID: ☐ Full-Time Student



Instructions

If you are only changing the employee's name, you can click "Save" at the bottom left and stop here. To change the marital status of the employee, click the + sign on the right to add a row to the "Biographical History" section.

National ID

[Customize](#) | [Find](#) | [View All](#) | First | 1 of 1 | Last

*Country	*National ID Type	National ID	Primary ID	
USA	Social Security Number	456-78-1728	<input checked="" type="checkbox"/>	+ -

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#) [Include History](#)

My Page

Benefits

My Links Select One:

New Window

Help

Customize Page

Biographical Details

Contact Information

Regional

Johnie Smith

Person ID: 00409859

Name

Find | View All

*Effective Date:

03/12/2013



*Format Type:

English



Display Name:

Johnie Smith

Edit Name

Biographic Information

*Date of Birth:

03/01/1990



23 Years 0 Months

Date of Death:



Birth Country:



Birth Location:

☐ Waive Data Protection

Biographical History

Find | View All

1 of 2

First Last

+ -

*Effective Date:

03/11/2013



*Gender:

Female



*Highest Education Level:

A-Not Indicated



*Marital Status:

Single



As of:

03/08/2013



Language Code:

English



Alternate ID:

☐ Full-Time Student

National ID

Customize | Find | View All

First 1 of 1 Last

*Country

*National ID Type

National ID

Primary ID

USA



Social Security Number



456-78-1728



Save

Return to Search

Notify

Refresh

Add

Update/Display

Include History

Instructions

Click the calendar icon next to the *Effective Date* field

This will allow you to change the effective date to the day the change took place.

Then select the date the change occurred

[My Page](#)

[Benefits](#)

[My Links](#)
 Select One:

[Johnie Smith](#)

Person ID: 00409859

Name

[Find](#) |
 [View All](#)
 First 1 of 2 Last

*Effective Date: 03/12/2013

*Format Type: English

Display Name: Johnie Smith

[Edit Name](#)

Biographic Information

*Date of Birth: 03/01/1990 23 Years 0 Months

Date of Death:

Birth Country:

Birth Location:

☐ Waive Data Protection

Instructions

Change the *Marital Status* field to "Married"

Biographical History

[Find](#) |
 [View All](#)
 First 1 of 2 Last

*Effective Date: 03/12/2013

*Gender: Female

*Highest Education Level: A-Not Indicated

*Marital Status: Single

As of: 03/08/2013

Language Code: English

Alternate ID:

☐ Full-Time Student

National ID

[Customize](#) |
 [Find](#) |
 [View All](#)
 First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	456-78-1728	<input checked="" type="checkbox"/>

[Save](#)

[Return to Search](#)

[Notify](#)

[Refresh](#)

[Add](#)

[Update/Display](#)

[Include History](#)

My Page

Benefits

My Links Select One:

New Window Help Customize Page http

Biographical Details

Contact Information

Regional

Johnie Smith

Person ID: 00409859

Name

Find | View All First 1 of 2 Last

*Effective Date: 03/12/2013

*Format Type: English

Display Name: Johnie Smith

Edit Name

Biographic Information

*Date of Birth: 03/01/1990 23 Years 0 Months

Date of Death:

Birth Country:

Birth Location: ☐ Waive Data Protection

Biographical History

Find | View All First 1 of 2 Last

*Effective Date: 03/12/2013

*Gender: Female

*Highest Education Level: A-Not Indicated

*Marital Status: Married

Language Code: English

Alternate ID:

☐ Full-Time Student

As of:

03/08/2013

Instructions

Change the date in the As of field to the same as the effective date

National ID

Customize | Find | View All First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	456-78-1728	<input checked="" type="checkbox"/>

Save Return to Search Notify Refresh Add Update/Display Include History

My Page

Benefits

My Links Select One:

New Window Help Customize Page

Biographical Details

Contact Information

Regional

Johnie Smith

Person ID: 00409859

Name

Find | View All First 1 of 2 Last

*Effective Date: 03/12/2013

*Format Type: English

Display Name: Johnie Smith

Edit Name

Biographic Information

*Date of Birth: 03/01/1990 23 Years 0 Months

Date of Death:

Birth Country:

Birth Location: ☐ Waive Data Protection

Biographical History

Find | View All First 1 of 2 Last

*Effective Date: 03/12/2013

*Gender: Female

*Highest Education Level: A-Not Indicated

*Marital Status: Married As of: 03/12/2013

Language Code: English

Alternate ID: ☐ Full-Time Student

National ID

Customize | Find | View All | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	456-78-1728	<input checked="" type="checkbox"/>

Save Return to Search Notify Refresh Add Update/Display Include History

Instructions

Click the "Save" button at the bottom left

Always hit "Save" after completing your changes in Edison. Otherwise all your changes will be lost.

Changing Address

This procedure shows you how to update an employee's address.

My Page

Benefits

[My Links](#) |
 Select One:

[New Window](#) |
 [Help](#) |
 [Customize Page](#)

Biographical Details

Contact Information

Regional

Johnie Smith

Person ID: 00409859

Name

[Find](#) |
 [View All](#) |
 First 1 of 2 Last

*Effective Date: 03/12/2013

*Format Type: English

Display Name: Johnie Smith

[Edit Name](#)

Biographic Information

*Date of Birth: 03/01/1990 23 Years 0 Months

Date of Death:

Birth Country:

Birth Location: ☐ Waive Data Protection

Biographical History

[Find](#) |
 [View All](#) |
 First 1 of 2 Last

*Effective Date: 03/12/2013

*Gender: Female

*Highest Education Level: A-Not Indicated

*Marital Status: Married

As of: 03/12/2013

Language Code: English

Alternate ID:

☐ Full-Time Student

Instructions

Click the "Contact Information" tab on the "Modify a Person" page to access the address screen

▼ National ID

[Customize](#) |
 [Find](#) |
 [View All](#) |
 First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	456-78-1728	<input checked="" type="checkbox"/>

[Save](#) |
 [Return to Search](#) |
 [Notify](#) |
 [Refresh](#) |
 [Add](#) |
 [Update/Display](#) |
 [Include History](#)

My Page

Benefits

[My Links](#) [Select One:](#)

New Window
 Help
 Customize Page

[Biographical Details](#)

[Contact Information](#)

[Regional](#)

Johnie Smith

Person ID: 00409859

Current Addresses				Customize Find View All		First	1 of 1	Last
Address Type	As Of Date	Status	Address					
Home	03/09/2013	A	123 Lovers Lane Nashville, TN 37217 Davidson	Edit/View Address Detail				

Phone Information				Customize Find View All		First	1 of 1	Last
*Phone Type	Telephone		Extension	Preferred				
Home	615/253-9921			<input checked="" type="checkbox"/>				

Email Addresses				Customize Find View All		First	1 of 1	Last
*Email Type	*Email Address		Preferred					
			<input type="checkbox"/>					

Instant Message IDs ?

[Customize](#) | [Find](#) | [View All](#)

*Network ID	*IM Protocol	*IM Domain	
<input type="text"/>	<div><div></div></div>		

Instruction

Click "Edit/View Address" button

If you click the button, you will be taken to the "Edit/View Address" page.

Instructions

Click "Edit/View Address Detail"

If you click the + sign on this screen, it will allow you to add an address to the record (such as a temporary mailing address) but will not allow you to edit the current address.

Save
 Return to Search
 Notify
 Refresh




Add
 Update/Display
 Inc

Address History

Address Type: Home

Address History

[Find](#) [First](#) 1-2 of 2 [Last](#)

***Effective Date:** 03/09/2013  **Address:** 123 Lovers Lane
 Nashville, TN 37217
 Davidson
Country: USA 
***Status:** A 

[Update/View Address](#)


Effective Date: 03/08/2013 **Address:** 583 Brooksboro Terrace
 Nashville, TN 37217-3394
 Davidson
Country: USA
Status: A

[OK](#)
[Cancel](#)
[Refresh](#)

Instructions

Click the + sign to edit the current address

Address History

Address Type: Home

Address History

Find First 1-3 of 3 Last

*Effective Date: 03/11/2013  Address: 123 Lovers Lane
Nashville, TN 37217
Country: USA Davidson
*Status: A

[Add Address](#)

*Effective Date: 03/09/2013  Address: 123 Lovers Lane
Nashville, TN 37217
Country: USA Davidson
*Status: A

[Update/View Address](#)

Effective Date: 03/08/2013 Address: 583 Brooksboro Terrace
Nashville, TN 37217-3394
Country: USA Davidson
Status: A

OK

Cancel

Refresh

Instructions

Click the calendar icon next to the *Effective Date* field

This will allow you to change the effective date to the day the change took place. In this example, the employee moved on 3/12/2013.

Select the date the change occurred

Address History

Address Type: Home

Address History		Find	First	1-3 of 3	Last
*Effective Date:	03/12/2013	Address:	123 Lovers Lane Nashville, TN 37217 Davidson		
Country:	USA				
*Status:	A				
Add Address					
*Effective Date:	03/09/2013	Address:	123 Lovers Lane Nashville, TN 37217 Davidson		
Country:	USA				
*Status:	A				
Update/View Address					
Effective Date:	03/08/2013	Address:	583 Brooksboro Terrace Nashville, TN 37217-3394 Davidson		
Country:	USA				
Status:	A				

Instructions

Click "Add Address"

OK

Cancel

Refresh

Edit Address

Country:

Address 1:

Address 2:

Address 3:

City: State:  Tennessee

Postal:

County: 

Instructions

Type the new address into the appropriate fields

Then click "OK"

Address History


Address Type: Home

Address History [Find](#) First 1-3 of 3 Last

*Effective Date: 03/12/2013  Address: 101 Lovers Lane
Nashville, TN 37217
Davidson

Country: USA 

>Status: A 
[Update/View Address](#)

*Effective Date: 03/09/2013  Address: 123 Lovers Lane
Nashville, TN 37217
Davidson

Country: USA 

>Status: A 
[Update Addresses](#)

Effective Date: 03/08/2013 Address: 583 Brooksboro Terrace
Nashville, TN 37217-3394
Davidson

Country: USA

>Status: A

Instructions

Check to make sure the system automatically added the additional four digits to the zip code. If the system does not recognize the address, it should give you an error and you can go back and update the address.

If you are unable to get the system to recognize the address and the address has been verified, you can bypass the error and save the address as you have it.

OK

Cancel

Refresh


[Johnie Smith](#)

Person ID:

00409859

Current Addresses

[Customize](#) | [Find](#) | [View All](#)

First

1 of 1

Last

Address Type	As Of Date	Status	Address		
Home	03/09/2013	A	123 Lovers Lane Nashville, TN 37217 Davidson	Edit/View Address Detail	+ -

Phone Information

[Customize](#) | [Find](#) | [View All](#)

First

1 of 1

Last

*Phone Type	Telephone	Extension	Preferred		
Home	615/253-9921		<input checked="" type="checkbox"/>	+ -	

Email Addresses

[Customize](#) | [Find](#) | [View All](#)

First

1 of 1

Last

*Email Type	*Email Address	Preferred		

Instant Message IDs

[Customize](#) | [Find](#) | [View All](#)

First

1 of 1

Last

*Network ID	*IM Protocol	*IM Domain	Preferred	

Instructions

Click the "Save" button at the bottom left

Always hit "Save" after completing your changes in Edison. Otherwise all your changes will be lost.



Save



Return to Search



Notify



Refresh



Add



Update/Display



Include

The seal of the Commonwealth of Massachusetts is visible in the top right corner, partially obscured by a blue header bar. It features a Native American figure holding a bow and arrow, surrounded by the text "SIGILLUM REIPUBLICÆ MASSACHUSETTENSIS" and the date "1780".

Questions?

Thank you for participating in Day 2 of the Benefits Administration Training webinar. We hope this information was informative and helpful.

If you have questions regarding a specific employee or issue, contact our service center at 1-800-253-9981 or create a Remedy ticket. If you know what your option is and get tired of listening to the long BA greetings, you can make your choice as soon as the greeting comes up:

- ❖ State: push option 6 then option 4
- ❖ Local Ed; push option 6 then option 2
- ❖ Local Gov: push option 6 then 3
- ❖ UT/TBR: push option 6 then option 1

This will put you in line immediately and save you time every time you call.

Running the TN Enrollment and Collections Report

This procedure allows you to run the TN Enrollment and Collections Report which shows you the monthly deductions/refunds for each employee of your agency

☆ This applies State Agencies only

My Page

- [Employee Self-Service](#)
- [HCM](#)
- [FSCM](#)
- [Edison Support Info HCM](#)
- [Edison Support Info FSCM](#)
- [Edison Support Info MISC](#)
- [Worklist](#)
- [PeopleTools](#)
- [HCM Reporting Tools](#)
- [ELM Reporting Tools](#)
- [FSCM Reporting Tools](#)
- [My Personalizations](#)
- [EHD](#)
- [Change My Password](#)
- [My System Profile](#)

[More...](#)

[View All Articles and Sections](#)


Edison Maintenance Alerts


 **FleetFocus Upgrade - PLANNED SYSTEM OUTAGE**
Please be advised: Effective Friday, February 15th at 5 pm (central time), the FleetFocus system will be unavailable in order to perform a planned system upgrade. Click here for more information.

 **FileNet Maintenance - 2/15/13**
The OIR ECM group will be performing FileNet scheduled maintenance for the production environment from at 8 PM to Midnight on Friday, February 15th. We will be updating the servers with the latest MS security patches during this time. You may experience intermittent service interruptions during this maintenance window.


[View All Articles and Sections](#)


My Benefits


 **Benefits Enrollment**
Enroll in or make changes to your benefits online.


 **Benefits Summary**

My Compensation History


 **View Paycheck**
Review current and prior paychecks.


 **Compensation History**
Review compensation history for base, variable, and stock options.

 **Update Dependent/Beneficiary**
Update personal profile of employee dependents and beneficiaries.

 **Direct Deposit**
Add or update your direct deposit information.

Job and Personal Information

 **Personal Information Summary**
Review a summary of your personal information.

 **Home and Mailing Address**
Review and update your home and mailing addresses.

My Reports

Report	Folder
TNBA1952	General
	2013-03-22-01.02.1
TNBA1952	General
	2013-03-21-01.01.3

[Report Manager](#)

Time & Labor

 **Report Time**
Report your time and task details for a day, week, or time period.

 **Request Leave**
Request employee leave requests.


 **Request Overtime**
Request employee overtime requests.

 **Leave Balances/ Service Credit**
Leave Balances/Longevity & Service credit/Sick Leave Bank Inform

 **Payable Time Summary**
View a summary of your payable time.

Instructions

Click on the "HCM" link from the Main Menu.



The State of Tennessee's Enterprise Resource Planning Solution

[Home](#) | [Sign out](#)



Welcome

Favorites

Main Menu

My Page

Edison News



[Business](#)
Business enrollment
[Message](#)
Edison
Import
Edison

enefits

T&L

ELM

Finance

Procurement

Logistics

Training

My Links

Select One:

Employee Self-Service

HCM

FSCM

Edison Support Info HCM

Edison Support Info FSCM

Edison Support Info MISC

Worklist

PeopleTools

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ELM Reporting Tools

FSCM Reporting Tools

My Personalizations

EHD

Change My Password

My System Profile

Workforce Administration

Benefits

Compensation

Payroll for North America

Organizational Development

Set Up HRMS

History

Employee/Dependent Information

Review Employee Benefits

Enroll In Benefits

Manage Automated Enrollment

Maintain Primary Jobs

Reports

Interface with Providers

Monitor Savings Plan External

Administer COBRA Benefits

Benefits Billing

Admin Flex Spending Account

New Employment Instance

Benefits Document Upload

Non-Payroll New Hire

Non-Payroll Job Data

Audits

Regulatory and Compliance

Contributions and Deductions

Participation

TN Surviving Spouse Letter

TN BA Letter Archiving

TN Six Months Free Cov Letter

TN Approaching 64 Yr 11 Mo Ltr

TN RFL Notification Letter

Def Comp Extraction Data

TN Dependent Age-Out Ltr

TN Retire Dental COBRA to Retr

Home and Mailing Address

Review and update your home and mailing address.

My Reports

Report	Folder
TNBA1952	General
	2013-03-22-01.02.1
TNBA1952	General
	2013-03-21-01.01.3

[Report Manager](#)

Labor

[Report Time](#)
Report your time and task details for a day, week, or time period.

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[View All Articles and Sections](#)

My Benefits

[Benefits Enrollment](#)
Enroll in or make changes to your benefits online.

Instructions

Click the "Contributions and Deductions" link from the Reports menu.

TN Enrollment and Collections

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Add a New Value](#)

Limit the number of results to (up to 1000):

Search by:

☐ Case Sensitive

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Instructions

Click the "Add a New Value" tab if you have never run this report

Once you have created the Run Control ID, you can simply type the name of the Run Control ID on this screen and click "Search."

TN Enrollment and Collections

[Find an Existing Value](#) | [Add a New Value](#)

Run Control ID:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

Instructions

Create a name for your report and type it in the *Run Control ID* field.

Note: No spaces allowed.

Then click "Add"

Run Control ID: January_Collections

[Report Manager](#)
[Process Monitor](#)

Run

Report Parameters

*Group:



Agency:

Org Unit:

Department:

Pay Run ID:

Instructions

Click the magnifying glass to the right of the *Group* field to select the Group you wish to see

Save
 Notify

Add

Update/Display

Run Control ID: January_Collections

[Report Manager](#) [Process Monitor](#)
[Run](#)

Report Parameters

*Group: State

Agency:

Org Unit:

Department:

Pay Run ID:

Look Up

Look Up Group

Search by: Rule Name begins with
[Look Up](#)
[Cancel](#)
[Advanced Lookup](#)

Search Results

View 100 First 1-3 of 3 Last

[Rule Name](#)
[Local Education](#)
[Local Government](#)
[State](#)

Instructions

Click the "State" link

Run Control ID: January_Collections

[Report Manager](#)
[Process Monitor](#)
[Run](#)

Report Parameters

*Group:

Agency:

Org Unit:

Department:

Pay Run ID:

Instructions

Click the magnifying glass to the right of the **Agency** field to select the first 3 digits of your agency department number

Save

Notify

Add

Update/Display

Run Control ID: January_Collections

Report Manager Process Monitor

Run

Report Parameters

*Group: State

Agency:

Org Unit:

Department:

Pay Run ID:

Look Up

Look Up Agency

Search by: Agency begins with

Look Up

Cancel

Advanced Lookup

Search Results

View 100 First 1-42 of 42 Last

Agency

301
302
303
304
305
306
307
308
309
315

Instructions

Find and click on the agencies first 3 digits of your department number

Run Control ID: January_Collections

[Report Manager](#) [Process Monitor](#)
[Run](#)

Report Parameters

*Group: State

Agency: 345




Org Unit:

Department:

Pay Run ID:

Instructions

Click the magnifying glass to the right of the *Org Unit* field to select your organizations business unit

 [Save](#)
 [Notify](#)
 [Add](#)
 [Update/Display](#)

Run Control ID: January_Collections

[Report Manager](#)
[Process Monitor](#)
[Run](#)

Report Parameters

*Group: State

Agency: 345

Org Unit:

Department:

Pay Run ID:

Look Up

Look Up Org Unit

Search by: Business Unit begins with

[Look Up](#)
[Cancel](#)
[Advanced Lookup](#)

Search Results

View 100 First 1-61 of 61 Last

Business Unit	Description
30101	Legislature
30150	Fiscal Review Committee
30227	Court System
30301	Attorney General's Office
30410	District Attorneys General Con
30501	Secretary of State
30601	Public Defenders Conference
30701	Comptroller of the Treasury

Instructions

Find and click on the agencies Business Unit.

Run Control ID: January_Collections

[Report Manager](#)
[Process Monitor](#)
[Run](#)

Report Parameters

*Group: State

Agency: 345

Org Unit: 34501

Department:

Pay Run ID:

Instructions

Click the magnifying glass to the right of the *Department* field to select your agencies department number

[Save](#) | [Notify](#)
[Add](#)
[Update/Display](#)

Run Control ID: January_Collections

[Report Manager](#) [Process Monitor](#)
[Run](#)

Report Parameters

*Group: State

Agency: 345

Org Unit: 34501

Department:

Pay Run ID:

Look Up

Look Up Department

Search by: Department begins with

[Look Up](#)
[Cancel](#)
[Advanced Lookup](#)

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Department	Description
3010100001	Legislative Administration
3010100002	Legislative Office Building
3010100003	Legislative Internship Program
3010100004	Legislative Copier Services
3010700001	House Legislative Expense
3010700002	Office of the Speaker
3010700003	Office of the Chief Clerk
3010700004	Office of the Chief Eng. Clerk

Instructions

Find and click on the agencies department number






TN Enrollment and Collections

Run Control ID: January_Collections

[Report Manager](#) |
 [Process Monitor](#)

[Run](#)

Report Parameters



*Group: 
 Agency: 
 Org Unit: 
 Department: 
 Pay Run ID: 



Instructions

Click the magnifying glass to the right of the *Pay Run ID* field to select the month you wish to see

 Save |
  Notify

 Add |
  Update/Display

Report Parameters

*Group: State

Agency: 345

Org Unit: 34501

Department: 3453004200

Pay Run ID:

Save Notify

Look Up

Look Up Pay Run ID

Search by: Pay Run ID begins with 12SM

Look Up Cancel [Advanced Lookup](#)

Search Results

View 100	First	1-24 of 24	Last
Pay Run ID	Description		
12SM0115	SemiMonthly PD 01/13/2012		
12SM0131	SemiMonthly PD 01/31/2012		
12SM0215	SemiMonthly PD 02/15/2012		
12SM0229	SemiMonthly PD 02/29/2012		
12SM0315	SemiMonthly PD 03/15/2012		
12SM0331	SemiMonthly PD 03/30/2012		
12SM0415	SemiMonthly PD 04/13/2012		
12SM0430	SemiMonthly PD 04/30/2012		
12SM0515	SemiMonthly PD 05/13/2012		

Instructions

The Pay Run ID has a specific format. The first two digits are the year, followed by SM for "Semimonthly", followed by two digits for the month and two digits for the last day of the previous month.

Click the date you wish to see

TN Enrollment and Collections

Run Control ID: January_Collections

[Report Manager](#)
[Process Monitor](#)

Run

Report Parameters

*Group:
 Agency:
 Org Unit:
 Department: Clarksville Service Center
 Pay Run ID:

Instructions

Click "Run" at the top right

Save
 Notify

Add
 Update/Display

Process Scheduler Request

User ID: shera0904001

Run Control ID: January_Collections

Server Name:

Run Date: 04/23/2013


Recurrence:

Run Time: 1:54:48PM

[Reset to Current Date/Time](#)

Time Zone:


Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TN Enrollment and Collections	TNBA083	SQR Report	Web	PDF	Distribution

Instructions

You can change the report format on this screen if you wish to see it as an Excel document. Otherwise, to see it as a PDF click "OK"

[OK](#)
[Cancel](#)

Run Control ID: January_Collections

[Report Manager](#)

[Process Monitor](#)

[Run](#)

Process Instance:3338054

Report Parameters

*Group:

Agency:

Org Unit:

Department: Clarksville Service Center

Pay Run ID:

Instructions


Make a note of the "Process Instance" number and then click the "Process Manager" link at the top

Save Notify

Add

Update/Display

View Process Request For

User ID:  Type: Last 5 Days
Server: Name: Instance: to
Run Status: Distribution Status: ☒ Save On Refresh

[Refresh](#)

Process List

[Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3338054		SQR Report	TNBA083	s	04/23/2013 1:54:48PM CDT	Success	Posted	Details

[Go back to TN Enrollment and Collections](#)[Save](#) [Notify](#)[Process List](#) | [Server List](#)

Instructions

The report may take a minute to run. Continue to click the Refresh button until the Distribution Status says **“Posted”**. Click the **“Details”** link to view the report.

The process instance for the report will appear on the left.

Process Detail

Process

Instance: 3338054

Type: SQR Report

Name: TNBA083

Description: TN Enrollment and Collections

Run Status: Success

Distribution Status: Posted

Run

Run Control ID: January_Collections

Location: Server

Server: PSUNX

Recurrence:

Instructions

Click the "View Log/Trace" link

Date/Time

Update Process Details

Actions

Request Created On: 04/23/2013 1:56:18PM CDT

[Parameters](#)

Transfer

Run Anytime After: 04/23/2013 1:54:48PM CDT

[Message Log](#)

Began Process At: 04/23/2013 1:56:34PM CDT

Batch Timings

Ended Process At: 04/23/2013 1:57:20PM CDT

[View Log/Trace](#)

View Log/Trace

Report

Report ID: 2035961 Process Instance: 3338054 [Message Log](#)

Name: TNBA083 Process Type: SQR Report

Run Status: Success

TN Enrollment and Collections

Distribution Details

Distribution Node: HRPD Expiration Date: 05/24/2013

File List		
Name	File Size (bytes)	Datetime Created
SQR TNBA083_3338054.log	1,671	04/23/2013 1:57:20.717681PM CDT
tnba083_3338054.PDF	23,905	04/23/2013 1:57:20.717681PM CDT
tnba083_3338054.out	388	04/23/2013 1:57:20.717681PM CDT

Distribute To	
Distribution ID Type	*Distribution ID
User	

Instructions

Click the second link under "File List" ending in ".PDF" to view the report

The report will open in a separate window.

Report ID: TNBA083
 Check Date: 01/13/2012

Page: 8
 Run Date 02/15/2013

Group: State
 Agency:
 Org Unit:
 Budget Code:

<u>Deptid</u>	<u>Employee Name</u>	<u>SSN</u>	<u>Emplid</u>	<u>Plan Type</u>	<u>Plan</u>	<u>Coverage Cd</u>	<u>Employee Amount</u>	<u>Employer Amount</u>
Report Total								
				401(k)	401KS	88	2035.00	1070.00
				Plan Type 401(k)		88	2035.00	1070.00
				457	457	3	155.00	0.00
				Plan Type 457		3	155.00	0.00
				FSA Depnd	FSAD	1	20.00	0.00
				Plan Type FSA Depnd		1	20.00	0.00
				FSA Health	FSAM	5	295.00	0.00
				Plan Type FSA Health		5	295.00	0.00
				PERS	RET021	61	0.00	11205.05
				Plan Type PERS		61	0.00	11205.05

The report shows the individual deductions for each employee. The total amount that will be charged to your agency is on the last page. Any refund will show as a minus sign before the amount.